027
S1943R
1958/59

ANNUAL REPORT

BOOKS

1958 1959

PEOPLE

SAN BERNARDINO PUBLIC LIBRARY

THE LIBRARY OF THE
JUL 20 1959
UNIVERSITY OF ILLINOIS

027
S1943R
1958/59

In proportion as the structure of a Government gives force to public opinion, it is essential that public opinion should be enlightened.

George Washington

BOARD OF LIBRARY TRUSTEES

L. Burr Belden . . . . . President

Alvin C. Hancock Vice-President

J. David Wood Secretary

*Kenneth R. Henry David W. Stuart

Kenneth R. Henry appointed January, 1959 to fill the unexpired term of Joe Gintz.

David W. Stuart appointed May, 1959 replacing Tom Madison whose term on the Board expired.

Digitized by the Internet Archive
in 2024 with funding from
University of Illinois Urbana-Champaign Alternates

https://archive.org/details/annualreport1954sanb

San Bernardino, California
July 9, 1959

The Honorable Mayor
and Common Council
City of San Bernardino
California

Gentlemen:

The accompanying annual report covers operations of the San Bernardino Free Public Library for the fiscal year of July 1, 1958 to June 30, 1959.

This period, despite the continued problems created by the cramped temporary quarters of the Main Library, has been one of optimistic planning for the more modern and more adequate Library which was provided for under the successful $490,000.00 1958 bond issue.

The opening months of the period were spent in careful consideration of architectural firms and individuals. The architectural firm of Harnish and Fickes was selected to prepare plans for the Main Library at Fourth Street and Arrowhead Avenue. These plans have been completed and currently are being studied by contractors prior to offering a bid for the construction of the Library.

Architects will be named for the three Branch Libraries at a future date. The staggering of Library construction together with some downward revision of the Main Library plans has been made necessary by the fact no sale has been made of the old Main Library site at Fourth and D Streets. Funds for the construction of the Branch Libraries and for their equipment and a part of the Main Library equipment are to be derived from this land sale.

There have been some changes in Board personnel in recent months. Trustees Alvin C. Hancock and J. David Wood were appointed for new terms by Mayor Raymond H. Gregory. David W. Stuart was appointed in place of Trustee Tom Madison, the latter being named to the Board of Water Commissioners. Kenneth Henry was appointed to the Board earlier in the year to fill the unexpired term of Joe Gintz. All members of the Board are active and well informed.

I know I voice the sentiments of other Trustees and those of our Librarian, Howard M. Rowe, in expressing appreciation for the sympathetic understanding of our problems by the Mayor, Councilmen, and other City officials.

Respectfully submitted,

L. Burr Belden, President
Board of Library Trustees
San Bernardino Public Library

San Bernardino, California
July 9, 1959

The Honorable Mayor
and Common Council
City of San Bernardino
California

Gentlemen:

The accompanying annual report covers operations of the San Bernardino Free Public Library for the fiscal year of July 1, 1958 to June 30, 1959.

This period, despite the continued problems created by the crowded temporary quarters of the Main Library, has been one of optimistic planning for the more modern and more adequate Library which was provided for under the successful $400,000.00 1958 bond issue.

The opening months of this period were spent in careful consideration of architectural firms and individuals. The architectural firm of Harrison and Fisher was selected to prepare plans for the Main Library at Fourth Street and Arrowhead Avenue. These plans have been completed and currently are being studied by contractors prior to offering a bid for the construction of the Library.

Architects will be named for the three Branch Libraries at a future date. The enlarging of Library construction together with some downward variation of the Main Library plans has been made necessary by the fact no mile has been made of the old Main Library site on Fourth and D Streets. Funds for the construction of the Branch Libraries and for their equipment and a part of the Main Library equipment are to be derived from this land sale.

There have been some changes in Board personnel in recent months. Trustees Alvin C. Hancock and L. David Wood were appointed for terms by Mayor Raymond H. Creighton. David W. Zickefoose was appointed in place of Trustee Tom Hadden, the latter being named to the Board of Water Commissioners. Bennett Barr was appointed to the board earlier in the year to fill the unexpired term of Joe Dietz. All members of the Board are active and well informed.

I know I voice the sentiments of other Trustees and those of our Librarian, Howard M. Rowe, in expressing appreciation for the sympathetic understanding of our problems by the Mayor, Councilmen, and other city officials.

Respectfully submitted,

L. Burr Holden, President
Board of Library Trustees

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret F. Engleman	Senior Librarian
Gertrude Odell	Senior Librarian
Mildred Lippert	Senior Librarian
Mary A. Botten	Senior Librarian
Mary Anna Selkirk	Senior Librarian
Violet Yelton	Senior Librarian
Helen Maddison	Junior Librarian
Robert Belvin	Junior Librarian
Jean Lorene Pita	Junior Librarian
Vera Plimley	Junior Librarian
Joyce Warner	Junior Librarian
Eldred Jones	Junior Librarian
Evelyn Magnino	Int. Typist Clerk
Joyce Adams	Int. Typist Clerk
Gertrude Carey	Int. Typist Clerk
Maurene Lehner	Int. Typist Clerk
Wilma Ford	Int. Typist Clerk
Carol Young	Int. Typist Clerk
Dorothy Blakeley	Int. Typist Clerk
Ann Martin	Junior Typist Clerk
Dorothy Powers	Junior Typist Clerk
Anneta Fite	Junior Typist Clerk
Mildred Young	Junior Typist Clerk
Vivadel Pierce	Book Repairer
Wasko Garnek	Janitor

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret F. Engleman . . . . . Senior Librarian

Gertrude Odell . . . . . Senior Librarian

Mildred Lippert . . . . . Senior Librarian

Mary A. Botten . . . . . Senior Librarian

Mary Anna Seikirk . . . . . Senior Librarian

Violet Walton . . . . . Senior Librarian

Helen Maddison . . . . . Junior Librarian

Robert Galvin . . . . . Junior Librarian

Jean Lorene Fitz . . . . . Junior Librarian

Vera Finnley . . . . . Junior Librarian

Joyce Warner . . . . . Junior Librarian

Eldred Jones . . . . . Junior Librarian

Evelyn Magnino . . . . . Int. Typist Clerk

Joyce Adams . . . . . Int. Typist Clerk

Gertrude Carey . . . . . Int. Typist Clerk

Maurene Lahner . . . . . Int. Typist Clerk

Wilma Ford . . . . . Int. Typist Clerk

Carol Young . . . . . Int. Typist Clerk

Dorothy Blakeley . . . . . Int. Typist Clerk

Ann Martin . . . . . Junior Typist Clerk

Dorothy Fowler . . . . . Junior Typist Clerk

Annette Pile . . . . . Junior Typist Clerk

Mildred Young . . . . . Junior Typist Clerk

Vivadel Fiske . . . . . Book Repairer-Janitor

Wanda Garnek . . . . . Janitor

PART - TIME STAFF

Penlie Ledbetter . . . . . Junior Librarian

Ruth Carrier . . . . . Junior Typist Clerk

Elinor Herried . . . . . Junior Typist Clerk

Ruth Daubert . . . . . Book Repairer

George Bayus . . . . . Janitor

Eli Lane . . . . . Janitor

Donovan Park . . . . . Aid

Bruce Cosand . . . . . Aid

Edward Eby . . . . . Aid

Alice Ousley . . . . . Aid

Kenneth Whipple . . . . . Aid

Robert Phoenix . . . . . Aid

Richard Hornby . . . . . Aid

Ronald Casdin . . . . . Aid

Charles Cover . . . . . Aid

VACATION AND SICK RELIEF
(Intermittent help)

Kate St. Jean . . . . . Junior Librarian

Catherine Biggs . . . . . Junior Librarian

Kynra Dyal . . . . . .Junior Typist Clerk

Susan Hancock . . . . . .Junior Typist Clerk

RESIGNED DURING THE FISCAL YEAR

Elizabeth Bireline . . . . . Int. Typist Clerk

Mary Hayes . . . . . Junior Typist Clerk

Ruth Brewer . . . . . Junior Typist Clerk

PART - TIME

Gerald Kastigar. . . . . Aid

Terry Layman . . . . . Aid

Eleanor Taylor . . . . . Aid

Susan Hancock . . . . . Aid

Carl Ousley* . . . . . Aid

*Deceased

OPERATING REPORT

Borrower Registration

July 1, 1958	30,974
New and reregistered borrowers	10,049
Withdrawn during the year.	11,162
Total registered borrowers July 1, 1959. . . .	29,861

Registration period is for 3 years

Distribution	1958	New and Re-Reg.	With-drawn	Current Total
Arrowhead Branch	7,907	4,170	3,793	8,284
Bunker Hill Branch	2,609	570	490	2,689
Mt. Vernon Branch	1,606	698	671	1,633
Main Library	18,852	4,611	6,208	17,255
Total	30,974	10,049	11,162	29,861

Circulation of material for home use

	Adult	Juvenile	Total
Fiction	118,659	144,824	263,483
Non-Fiction	106,090	64,506	170,596
Periodicals	5,886		5,886
Inter-Library loan	126		126
State Library	403		403
Phonorecords	11,857		11,857
Totals*	243,021	209,330	452,351

*Excluding Film

Circulation includes:

Arrowhead Branch	77,419	68,075	145,494
Bunker Hill Branch	5,885	16,354	22,239
Mt. Vernon Branch	1,198	23,865	25,063
Total Branch Circulation			192,796

Books checked to City Schools for classrooms 32,095

OPERATING REPORT

Book Stock

Books on hand July 1, 1958			136,065
Additions			
	Adult	Juvenile	
Main Library	3,464	1,386	
Arrowhead Branch	952	1,231	
Bunker Hill Branch	220	702	
Mt. Vernon Branch	72	641	
Total additions			8,668
Withdrawals			
Main Library	1,582		
Arrowhead	875		
Bunker Hill Branch	384		
Mt. Vernon Branch	841		
Total withdrawals.			3,682
Books on hand July 1, 1959			
Main Library	100,589*		
Arrowhead Branch	21,141		
Bunker Hill Branch	11,049		
Mt. Vernon Branch	8,205		
Total Collection			141,051
Total titles added			3,625

*Approximately 65,000 volumes in storage

OPERATING REPORT

Film Circuit Report

Films available to the Library	199
Times circulated to borrowers	1,277
Times shown	1,788
Total audience viewing Library film	73,108

Non-Resident Borrowers

Adults	1,457
Juvenile	223

Patrons used:

Pictures	2,772
Magazines	6,898
Newspapers	15,964
Pamphlets	2,097

Reference questions

Over the desk and by telephone	29,705

Phonograph Records

Phonograph Records - July 1, 1958	945
Additions 1958-1959	590
Withdrawals	144
Phonograph Records July 1, 1959	1,391

FINANCIAL REPORT

Expenditures

Salaries	$122,190.18
Audio-Visual (Records, Films)	1,123.03
Binding and Rebinding	587.91
Books	25,584.03
Periodicals	2,730.81
Heat, Light, and Water	4,095.43
Rent	8,825.00
Insurance	1,175.18
Telephone and Telegraph	1,412.12
Other Operating Expenses	12,083.18
Total Expenditures	$179,806.87

*Library appropriation 1958 - 1959	$182.021.00
Library expenditures 1958 - 1959	179,806.87
Balance	$ 2,214.13

Lost Book Account

Balance July 1, 1958	$ 967.50
Payment for lost books	436.08
Total	$ 1,403.58
Lost Book refunds and book replacement	1,275.05
Balance July 1, 1959	$ 128.53

FINANCIAL REPORT

Memorial Book Account

Balance July 1, 1959	$ 79.92
Deposits to account	9.50
Total	$ 89.42
Expenditures	24.96
Balance July 1, 1959	$ 64.46

Fines and Fees - Receipts

Cash on hand July 1, 1958.	$ 20.00
Fines.	$8,528.33
Non-Resident fees	539.00
Damaged books.	26.52
Total	$9,113.85
Cash on hand July 1, 1959	20.00
Deposited with City Treasurer	$9,093.85

July 1, 1958 - June 30, 1959

To the Members of the Board of Library Trustees
of the San Bernardino Public Library.

Gentlemen:

I take pleasure in submitting a report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1959.

The statistics presented here provide evidence that public use of the Library system continues at an increasing rate in spite of the inadequate book stock and library quarters available. From these figures and from the knowledge we have of the inadequacies of our present physical facilities, we can reasonable expect a decided increase in Library patronage with the opening of the new Library next year. Proposed Branch Library facilities will provide needed neighborhood outlets for Library service. It is my hope that we may see the sale of the old Main Library site at Fourth and D Streets soon in order that we may proceed with the Branch Library program, and provide needed equipment for the new Main Library.

Working with the architectural firm of Harnish and Fickes in planning the interior of the new Main Library proved most interesting. In the preliminary planning period, the Staff members were consulted as to the desirable location of certain departmental areas, and the arrangement of certain equipment. Work flow charts were prepared in order that the best possible location of workers and tools would result in efficient operation. I hope that the many hours spent in the development of the interior of the Library and the work stations will result in a Library which can offer the public outstanding Library service at a minimum cost.

I wish again to acknowledge with appreciation the manner in which the entire Library Staff has cooperated in attempting to provide the best possible library service under the adverse conditions prevailing in our limited Library quarters at 587 E. Street.

The Librarian is indebted to the members of the Board of Library Trustees for their guidance and help during this momentous year of planning the new Library building.

I wish to express my thanks to Mr. C. C. Wood, Chief Administrative Officer of the City of San Bernardino, and to his Staff for the cooperation extended to the Library.

Respectfully submitted,

Howard M. Rowe, Librarian

027
S1943R
1959/60

ANNUAL REPORT

BOOKS

1959 / 1960

PEOPLE

THE LIBRARY OF THE
JUL 25 1960
UNIVERSITY OF ILLINOIS

SAN BERNARDINO PUBLIC LIBRARY

The world of books is the most remarkable creation of man; nothing else that he builds ever lasts. Monuments fall, nations perish, civilizations grow old and die out. After an era of darkness, new races build others; but in the world of books are volumes that live on, still as young and fresh as the day they were written, still telling men's hearts of the hearts of men centuries dead.

Clarence Day

BOARD OF LIBRARY TRUSTEES

L. Burr Belden.....President

Alvin C. Hancock.....Vice-President

J. David Wood.....Secretary

Kenneth R. Henry.....David W. Stuart

San Bernardino, California
July 7, 1960

The Honorable Mayor
and Common Council
City of San Bernardino
California

Gentlemen:

The year of 1959-1960 has, in many ways, been one of the most promising since initial establishment of the San Bernardino Free Public Library in January 1892.

Early last Fall bids were opened for the new Main Library at Fourth Street and Arrowhead Avenue. Despite some delay occasioned by the need for a second bidding with revised plans, we now have the library nearing completion with actual occupancy scheduled in August 1960.

Plans have been drawn and are ready for bidding on the first of the three new branch libraries, that in the southwest part of the city. It should be ready for occupancy this Fall.

A second branch will be started as soon as site arrangements can be completed with the goal that the close of the 1960-1961 fiscal year may see this greatly needed expansion program on the eve of completion.

San Bernardinans should not lose sight of the fact that the re-design of the new main library to permit its erection under terms of the library bond issue required major reductions in size of this structure. Hence its enlargement will be a needed project much sooner than would otherwise have been the case.

Despite operations in our cramped temporary quarters this past year, we believe an excellent grade of service has been performed by members of the staff. The character of work performed by Librarian Howard M. Rowe, who has had a major share of the building planning. responsibility, has been outstanding.

Respectfully submitted,

L. Burr Belden, President
Board of Library Trustees
San Bernardino, Public Library

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret Engleman.....Senior Librarian

Gertrude Odell.....Senior Librarian

Mildred Lippert.....Senior Librarian

Mary Botten.....Senior Librarian

Mary Anna Selkirk.....Senior Librarian

Violet Yelton.....Senior Librarian

Helen Carter.....Junior Librarian

Robert Belvin.....Junior Librarian

Mildred Johnson.....Junior Librarian

Vera Plimley.....Junior Librarian

Joyce Warner.....Junior Librarian

Wilma Ford.....Senior Clerk

Evelyn Magnino.....Int. Typist Clerk

Joyce Adams.....Int. Typist Clerk

Gertrude Carey.....Int. Typist Clerk

Maurene Lehner.....Int. Typist Clerk

Marjorie Redmond.....Int. Typist Clerk

Carol Whiteside.....Int. Typist Clerk

Dorothy Blakeley.....Int. Typist Clerk

Ann Martin.....Junior Typist Clerk

Mary Chavez.....Junior Typist Clerk

Shirley Parent.....Junior Typist Clerk

Mildred Young.....Junior Typist Clerk

Vivadel Pierce.....Book Repairer

Wasko Garnek.....Janitor

PART - TIME STAFF

Eldred Jones.....Junior Librarian

Ruth Carrier.....Junior Typist Clerk

Elinor Herried.....Junior Typist Clerk

Ruth Daubert.....Book Repairer

George Bayus.....Janitor

Eli Lane.....Janitor

Donovan Park.....Aid

Gary Cosand.....Aid

Edward Eby.....Aid

Sally Schutz.....Aid

Judith Wilson.....Aid

Robert Phoenix.....Aid

Richard Hornby.....Aid

Ronald Casdin.....Aid

VACATION AND SICK RELIEF
(Intermittent help)

Kate St. Jean.....Junior Librarian

Penlie Ledbetter.....Junior Librarian

Susan Hancock.....Junior Typist Clerk

Eleanor Taylor.....Aid

Bruce Cosand.....Aid

Laura Allen.....Aid

Charles Cover.....Aid

RESIGNED DURING THE FISCAL YEAR

Jean Lorene Pita.....Junior Librarian

Anneta Fite.....Junior Typist Clerk

Dorothy Powers.....Junior Typist Clerk

Inez Diggs.....Junior Typist Clerk

PART TIME

Helen Maddison.....Junior Librarian

Mary Ann Parke.....Junior Librarian

Kynra Dyal*.....Junior Typist Clerk

Terry Gartner.....Aid

Alice Ousley.....Aid

Kenneth Whipple.....Aid

David Holm.....Aid

*Vacation Relief

OPERATING REPORT

Borrower Registration

July 1, 1959	29,861
New and reregistered borrowers	11,338
Withdrawn during the year	10,375
Total registered borrowers July 1,1960	30,824

Registration period is for 3 years

Distribution	1959	New & Re-Reg.	With-drawn	Current Total
Arrowhead Branch	8,284	4,125	4,333	8,076
Bunker Hill Branch	2,689	578	510	2,757
Mt. Vernon Branch	1,633	749	875	1,507
Main Library	17,255	5,886	4,657	18,484
Total	29,861	11,338	10,375	30,824

Circulation of material for home use

	Adult	Juvenile	Total
Fiction	115,723	142,772	258,495
Non-Fiction	111,078	66,742	177,820
Periodicals	5,887		5,887
Inter-Library loan	155		155
State Library	345		345
Phonorecords	9,800		9,800
Totals*	242,988	209,514	452,502

*Excluding film

Circulation includes:

Arrowhead Branch	78,877	98,830	177,707
Bunker Hill Branch	6,188	15,564	21,752
Mt. Vernon Branch	1,273	25,419	26,692
Total Branch Circulation			226,151

Books checked to City Schools for classroom 34,494

[illegible]

[illegible]

[illegible] ..... [illegible]

New and reregistered borrowers ..... 1[illegible],3[illegible]8

Withdrawn during the year ..... 1[illegible],375

Total registered borrowers July 1, 1969 30,204

Registration period is for 3 years

Distribution	1969	New & Rep.	Withdrawn	Current Total
Arrowhead Branch	3,384	4,125	4,323	3,076
Bunker Hill Branch	1,407	419	314	[illegible]
Mt. Vernon Branch	1,[illegible]	[illegible]	[illegible]	[illegible]
Main Library	17,255	5,886	4,677	18,464
Total	29,861	14,348	10,[illegible]	[illegible]

Etc. Altogether of material for home use:

	Adult	Juvenile	Total
Fiction	115,723	142,772	258,495
Non-Fiction	111,[illegible]	44,[illegible]	1[illegible]
Periodicals	1,041		[illegible]
Inter-Library Loan	155		155
Total Library	345		345
Phonorecords	9,802		9,802
Totals*	242,968	209,514	452,[illegible]

*excluding film

Circulation includes:

Arrowhead Branch	78,877	98,830	177,707
Bunker Hill Branch	6,161	14,444	[illegible]
Mt. Vernon Branch	1,214	13,419	14,[illegible]
Total Branch Circulation			216,151

Books checked to City Schools for classroom 34,434

OPERATING REPORT

Book Stock

Books on hand July 1, 1959.....141,051

Additions

	Adult	Juvenile
Main Library	3,200	1,189
Arrowhead Branch	779	896
Bunker Hill Branch	275	486
Mt. Vernon Branch	50	407

Total additions..... 7,282

Withdrawals

Main Library	849	1,345
Arrowhead Branch	104	395
Bunker Hill Branch	151	406
Mt. Vernon Branch	3	219

Total Withdrawals..... 3,472

Books on hand July 1, 1960

Main Library	102,784
Arrowhead Branch	22,317
Bunker Hill Branch	11,253
Mt. Vernon Branch	8,440
Extension	67

Total Collection.....144,861

Total titles added..... 3,302

* Approximately 65,000 volumes in storage

[illegible]

Book Stock

Books on hand July 1, 1959 ..... [illegible]

[illegible]

Main Library	97,230	[illegible]
Crowbead Branch	719	996
Stone Hill Branch	275	484
[illegible]	[illegible]	[illegible]
Total additions ..... [illegible]		
[illegible]		
Main Library	845	1,345
Crowbead Branch	134	335
Stony Hill Branch	151	406
Mt. Vernon Branch	[illegible]	[illegible]
Total withdrawals ..... [illegible]		
Books on hand July 1, 1960		
Main Library	102,796	
Crowbead Branch	22,317	
Stone Hill Branch	12,[illegible]	
Mt. Vernon Branch	[illegible]	
[illegible]	[illegible]	
Total Collection 144,861		
Total titles added 3,202		
Approximately 65,000 volumes in storage		

OPERATING REPORT

Film Circuit Report

Films available to the Library..... 214

Times circulated to borrowers.....1,624

Times shown..... 2,207

Total audience viewing Library film.....61,327

Non-Resident Borrowers

Adults..... 970

Juvenile 134

Patrons used:

Pictures..... 1,166

Magazines..... 9,901

Newspapers.....16,565

Pamphlets..... 2,199

Reference questions

Over the desk and by telephone.....32,534

Phonograph Records

Phonograph Records - July 1, 1959.....1,391

Additions 1959-1960..... 401

Withdrawals..... 323

Phonograph Records July 1, 1960.....1,469

Pamphlets and State Documents
(Added to Collection)

	Main Library	Branches	Total
State Documents	213		213
Federal Documents	1,287		1,287
Pamphlets	2,450	800	3,250

FINANCIAL REPORT

Expenditures

Salaries	$127,352.19
Audio-Visual (Records, Films)	1,294.06
Binding and Rebinding	191.09
Books	22,094.02
Periodicals	2,553.06
Heat, Light, and Water	4,817.02
Rent	10,875.00
Insurance	1,031.33
Telephone and Telegraph	1,460.34
Other Operating Expenses	9,779.30
Total Expenditures	181,447.41

Library Appropriation 1959-1960	$185,000.00
Library Expenditures 1959-1960	181,447.41
Balance	3,552.59
Moving expense carry over	3,500.00
Balance	$ 52.59

Lost Book Account

Balance July 1, 1959	128.53
Payment for lost books	449.70
Total	578.23
Lost Book refunds and book replacement	278.03
Balance July 1, 1960	$ 300.20

Library Appropriation 1959-1960 ..... $185,000.00

Library Expenditures 1959-1960 ..... 181,647.41

Balance $ 3,352.59

Less Accounts

Balance July 1, 1960 ..... $ 3,352.59

Payment for lost books .....

Total .....

Lost Book reserve and book replacement 2,352.59

Balance July 1, 1960 ..... $ 300.00

FINANCIAL REPORT

Memorial Book Account

Balance July 1, 1959	$ 64.46
Deposits to account	78.40
Total	142.86
Expenditures	---
Balance	$ 142.86

Fines and Fees - Receipts

Cash on hand July 1, 1959	$ 20.00
Fines	9,919.11
Non-Resident fees	494.75
Damaged books	20.11
Total	10,453.97
Cash on hand July 1, 1960	20.00
Deposited with City Treasurer	$10,433.97

July 1, 1959 - June 30, 1960

Board of Library Trustees
San Bernardino Public Library

Gentlemen:

I take pleasure in submitting this report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1960.

The material presented provides a statistical analysis of the work accomplishments of the Library which can be measured quantitatively, but represents only a part of the total service program of the Library system. The effectiveness of Library service in a community is difficult to present in statistical form. It is almost impossible to measure the pleasure attained from reading a good book, or to calculate the economic improvement of our readers who gain knowledge and growth in their vocation through study. How do we measure the satisfaction of a person who becomes aware of the world around him through reading informative material, or the quickened interest of children in things about them which are introduced to them for the first time through good books? Is there a mathematical measurement which can be used to indicate precisely the contribution made by the Public Library to the cultural growth of a community? These less measurable values, I am sure, are as important as those capable of precise measurement in the total Library achievement program in the community.

The final structural planning for the new Main Library building was completed early in the fiscal year. With the actual ground breaking ceremony in October, which marked the beginning of construction, planning and study began on other phases of the total building program. Shelving and Library furniture plans and specifications were prepared, and formal bids called for supplying this equipment. In cooperation with the Architect, final interior and exterior color schedules were completed. In cooperation with the Park Commission, a general landscaping program for the area around the new Library building was agreed upon. Additional furniture and equipment schedules have been completed. Moving schedules have been prepared to facilitate the integration within the new building of the materials stored in the warehouse at the City Yards, and those now in the temporary quarters at 587 E Street.

Board of Library Trustees
San Bernardino Public Library

Gentlemen:

I take pleasure in submitting this report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1960.

The material presented provides a statistical analysis of the work accomplishments of the Library which can be measured quantitatively, but represents only a part of the total service performed by the Library system. The effectiveness of library service in a community is difficult to present in statistical form. It is almost impossible to measure the pleasure attained from reading a good book, or to calculate the economic improvement of our readers who gain knowledge and growth in their vocation through study. How do we measure the satisfaction of a person who becomes aware of the world around him through reading informative material, or the awakened interest of children in things about them which are introduced to them for the first time through good books? Is there a mathematical measurement which can be used to indicate precisely the contribution made by the public library to the cultural growth of a community? These less measurable values, I am sure, are as important as those capable of precise measurement in the total library achievement program in the community.

The final structural planning for the new Main Library building was completed early in the fiscal year. With the actual ground breaking ceremony in October, which marked the beginning of construction, planning and study began on other phases of the total building program. Obtaining a and library furniture plans and specifications were prepared and formal bids called for supplying this equipment. In cooperation with the Architect, final interior and exterior color schedules were completed. In cooperation with the Park Commission, a general landscaping program for the area around the new Library building has been prepared. Additional furniture and equipment schedules have been completed. Moving schedules have been prepared to facilitate the interim operation while the building of the Municipal Auditorium is in the warehouse at the City Yards, and those now in the temporary quarters at 527 E Street.

The Branch Library building program moved ahead when the Park Commission and the Board of Library Trustees were in agreement that the Southwest Branch could be placed in Lytle Creek Park. Mr. C. Paul Ulmer, Architect, was engaged to prepared the plans and specifications for this new 1,700 sq. ft. Branch Library. The bids for the construction of this building will be opened on July 25th. The Branch Library will be ready for occupancy within 90 days after start of construction.

From a planning and structural viewpoint, this has been an exciting and rewarding year for members of the Library Staff, and they are looking forward with anticipation to the time when Library service can be given from these new facilities.

I wish to acknowledge with deep appreciation the manner in which the entire Library Staff has cooperated in attempting to provide good library service under the limited facilities which have been available to it in the temporary Library quarters, and to express my thanks for the advice and help given to me in developing what we hope will prove to be a well-planned and functional Library building.

The Librarian is indebted to the members of the Board of Library Trustees for their guidance and help in the solution of a variety of problems in this busy and fruitful year.

I wish to express my appreciation to Mr. C. C. Wood, Chief Administrative Officer, and to the Department Heads of the City of San Bernardino for the cooperation extended to the Library during the fiscal year 1959-1960.

Respectfully submitted,

Howard M. Rowe, Librarian

HMR:em

The Branch Library building program moved ahead when the Park Commission and the Board of Library Trustees were in agreement that the Southeast Branch could be placed in Little Creek Park. Mr. C. Paul Ulmer, Architect, was asked to prepare the plans and specifications for this new 1,700 sq. ft. Branch Library. The bids for the construction of this building will be opened on July 26th. The Branch Library will be ready for occupancy within 60 days after start of construction.

From a planning and structural viewpoint, this has been an exciting and rewarding year for members of the Library Staff, and they are looking forward with anticipation to the time when library service can be given from these new facilities.

I wish to express my appreciation to the entire Library Staff for cooperated in [illegible] the to provide good library service under the [illegible] facilities which have been available to it in the Temporary Library quarters, and to express my thanks for the advice and help given to me in developing what we hope will prove to be a well-planned and functional library building.

The Librarian is indebted to the members of the Board of Library Trustees for their guidance and help in the solution of a variety of problems in this busy and fruitful year.

I wish to express my appreciation to Mr. C. C. Wood, Chief Administrative Officer, and to the Department Heads of the City of San Bernardino for the cooperation extended to the Library during the fiscal year 1959-1960.

Respectfully submitted,

Edward H. Mann, Librarian

FREE PUBLIC LIBRARY
SAN BERNARDINO
CALIFORNIA

Exchange Division
University of Illinois Library
Urbana, Illinois

027
S1943R
1960/61

ANNUAL REPORT

BOOKS

1960 1961

PEOPLE

UNIVERSITY OF ILLINOIS
JUL 26 1961
LIBRARY

SAN BERNARDINO PUBLIC LIBRARY

027
S2143 R
1960/61

May we never forget that our public libraries are priceless treasures that exist to serve the whole community through its parts. May we always remember that they must be constantly improved by the training of personnel and the acquiring of books and other library materials. May we always remember, too, that our public libraries are unique among the educational forces in our society. They are meant to show faith in individual ability to read widely and form judgments rightly. They recognize and respect individual choice and initiative . . . The people of a community have a right to read what they want to read, and I know of no other place in our society where men have more right to find the materials they wish to investigate than in our public libraries.

Arthur S. Owens, Past President
International City Managers Assn.

BOARD OF LIBRARY TRUSTEES

Alvin C. Hancock.....President

Kenneth R. Henry.....Vice-President

J. David Wood.....Secretary

Milton L. Kelley*.....David W. Stuart

* appointed May 8, 1961
L. Burr Belden's term expired May 8th.

San Bernardino, California
July 10, 1961

The Honorable Mayor
and Common Council
City of San Bernardino
California

Honorable Mayor and Council Members:

The year 1960-1961 has been a year of unusual activity. The Main Library at Fourth Street and Arrowhead Avenue was opened to the public in August. In February the Eleanor Lawson Branch in Lytle Creek Park was opened. Ground breaking for the May Coddington Branch in Perris Hill Park will take place shortly. This will be one of our most beautiful branch libraries and will serve the residents in the east end of the city.

The Library Board along with Howard M. Rowe, Librarian, are already making progress on site locations for a north-west branch library, and population surveys and land acquisition are under study.

The Board of Library Trustees wishes to thank the many City Officials who have been so co-operative. Our special thanks to the Park Commission and the Park Department for the outstanding job of landscaping the Main Library grounds.

The Board wishes to pay tribute to our Librarian, Howard M. Rowe. It is through his driving force that so much has been accomplished.

Respectfully submitted,

/s/

Alvin C. Hancock, President
Board of Library Trustees
San Bernardino Public Library

ACH:em

Honorable Mayor and Council members:

The [illegible] has been a year of tremendous activity. The Main Library at Fourth Street and Broadway has been opened to the public in [illegible]. In February the Bloomer [illegible] was opened. Ground breaking for the Bay Station [illegible] in North Park will take place soon. This will be [illegible] beautiful branch library and will serve the [illegible] in the east end of the city.

[illegible] Board along with Howard R. Rowe, Librarian, are [illegible] site locations for a north-west branch [illegible], and expansion survey. New land acquisition are under study.

The Board of Library Trustees wishes to thank the entire City Officials [illegible] been so cooperative. Our special thanks to the Park Commission and the Park Superintendent for the outstanding job of landscaping the Main Library grounds.

The Board wishes to pay tribute to our Librarian, Howard R. Rowe. It is through his driving force that so much has been accomplished.

[illegible]

Board of Library Trustees

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret Engleman.....Senior Librarian

Gertrude Odell.....Senior Librarian

Mary Botten.....Senior Librarian

Mary Anna Selkirk.....Senior Librarian

Mildred Lippert.....Senior Librarian

Violet Yelton.....Senior Librarian

Vera Plimley.....Junior Librarian

Joyce Warner.....Junior Librarian

Helen Carter.....Junior Librarian

Mildred Johnson.....Junior Librarian

Richard Miller.....Junior Librarian

Wilma Ford.....Senior Clerk

Maurene Lehner.....Inter. Typist Clerk

Evelyn Magnino.....Inter. Typist Clerk

Mildred Young.....Inter. Typist Clerk

Carol Whiteside.....Inter. Typist Clerk

Mary Chavez.....Inter. Typist Clerk

Marjorie Redmond.....Inter. Typist Clerk

Louise Kopatich.....Inter. Typist Clerk

Gertrude Krotzer.....Inter. Typist Clerk

Ann Martin.....Jr. Typist Clerk

Shirley Parent.....Jr. Typist Clerk

Lois Stockdale.....Jr. Typist Clerk

Rebecca Del Gado.....Jr. Typist Clerk

Jane Epps.....Jr. Typist Clerk

Vivadel Pierce.....Book Repairer

Wasko Garnek.....Janitor

Thomas Martin.....Janitor

PART - TIME STAFF

Ruth Carrier.....Inter. Typist Clerk

Ruth Daubert.....Book Repairer

Eli Lane.....Janitor

Charles Stein.....Janitor

Ronald Casdin.....Aid

Gary Cosand.....Aid

Judith Wilson.....Aid

Sally Schutz.....Aid

Laura Allen.....Aid

Walter Sanders.....Aid

Patricia Yohn.....Aid

Richard Goldberg.....Aid

Craig Jones.....Aid

John Conger.....Aid

Steve Heil.....Aid

Don Faulk.....Aid

VACATION AND SICK RELIEF
(Intermittent Help)

Kate St. Jean.....Junior Librarian

Eldred Jones.....Junior Librarian

Mary Mann.....Inter. Typist Clerk

Edwary Eby.....Aid

Bruce Cosand.....Aid

Richard Hornby.....Aid

RESIGNED DURING THE FISCAL YEAR

Robert Belvin.....Junior Librarian

Gertrude Carey.....Inter. Typist Clerk

Dorothy Blakeley.....Inter. Typist Clerk

Joyce Adams.....Inter. Typist Clerk

Bette Crocker.....Jr. Typist Clerk

Chauncey Spencer.....Janitor

PART - TIME

Wilma Palik.....Junior Librarian

Elinor Herried.....Jr. Typist Clerk

George Bayus*.....Janitor

Donovan Park.....Aid

Robert Phoenix.....Aid

Eleanor Taylor**.....Aid

*retired
**vacation relief

OPERATING REPORT

Borrower Registration

July 1, 1960..... 30,824

New and reregistered borrowers..... 12,558

Withdrawn during the year..... 11,085

Total registered borrowers July 1, 1961..... 32,297

Registration period is for 3 years

Distribution	1960	New & Re-Reg.	With-drawn	Current Total
Arrowhead Branch	8,076	4,032	3,683	8,425
Lawson Branch	2,757	689	495	2,951
Mt. Vernon Branch	1,507	737	744	1,500
Main Library	18,484	7,100	6,163	19,421
Total	30,824	12,558	11,085	32,297

CIRCULATION OF MATERIAL FOR HOME USE

	Adult	Juvenile	Total
Fiction	117,863	138,636	256,499
Non-Fiction	137,343	63,520	200,863
Periodicals	3,046		3,046
Inter-Library Loan	168		168
State Library	217		217
Phonorecords	13,476		13,476
Totals*	272,113	202,156	460,793

*Excluding Film

Circulation includes:

Arrowhead Branch	71,585	89,931	161,516
Lawson Branch	6,677	19,159	25,836
Mt. Vernon Branch	884	21,008	21,892

Total Branch Circulation 209,244

Books checked to City Schools for classroom use 34,320

OPERATING REPORT

Book Stock

Books on hand July 1, 1960			144,861
Additions	Adult	Juvenile	
Main Library	2,409	956	
Arrowhead Branch	598	730	
Lawson Branch	207	442	
Mt. Vernon Branch	31	375	
Coddington Branch	424	336	
Total additions			6,508
Withdrawals			
Main Library	5,578	982	
Arrowhead Branch	77	306	
Lawson Branch	29	515	
Mt. Vernon Branch	20	360	
Coddington Branch	---	---	
Total withdrawals			7,867
Books on hand July 1, 1961			
Main Library		99,590	
Arrowhead Branch		23,262	
Lawson Branch		11,358	
Mt. Vernon Branch		8,466	
Coddington Branch		760	
Extension		66	
Total Collection			143,502
Total titles added			2,568

OPERATING REPORT

Film Circuit Report

Films available to the Library	196
Times circulated to borrowers	1,382
Times shown	1,742
Total audience viewing Library film	52,720

Non-Resident Borrowers

Adults	2,433
Juvenile	103

Patrons used:

Pictures	657
Magazines	19,127
Newspapers	38,232
Pamphlets	4,124

Reference questions

Over the desk and by telephone	44,306

Phonograph Records

Phonograph Records - July 1, 1960	1,469
Additions 1960 - 1961	179
Withdrawals	205
Phonograph Records July 1, 1961	1,443

Pamphlets and Documents
(Added to Collection)

	Main Library	Branches	Total
State Documents	50	-	50
Federal Documents	-	-	-
Pamphlets	727	300	1,027

Community Room

Number of groups useing room	110
Total audience of all groups	2,504

FINANCIAL REPORT

Expenditures

Salaries	$147,395.76
Audio-Visual (Records, Films)	1,051.77
Binding and Rebinding	1,279.91
Books	27,938.65
Periodicals	3,680.85
Heat, Light, and Water	9,684.79
Rent	600.00
Insurance	1,501.20
Telephone and Telegraph	2,343.59
Other Operating Expenses	20,254.46
Total Expenditures	215,730.98
Library Appropriation 1960-1961	215,778.00
Library Expenditures 1960-1961	215,730.98
Balance	$ 47.02

Lost Book Account

Balance July 1, 1961	$ 316.60
Payment for lost books	561.39
Total	877.99
Lost Book refunds and book replacement	377.01
Balance July 1, 1961	500.98

FINANCIAL REPORT

Memorial Book Account

Balance July 1, 1960	$126.46
Deposits to account	60.00
Total	186.46
Expenditures	35.62
Balance	$150.84

Fines and Fees - Receipts

Cash on hand July 1, 1960	$ 20.00
Fines	11,014.40
None-Resident fees	773.00
Damaged books	38.06
Total	11,845.46
Cash on hand July 1, 1961	20.00
Deposited with City Treasurer	$11,825.46

July 1, 1960 - June 30, 1961

Branch Library Account
(Land Acquisition, Improvements and Equipment)

Appropriation	$61,434.99
Expenditures	1,910.28
Balance	$59,524.71

Gift for New Library Equipment Account

Donations	$ 810.00
Expenditures	99.66
Balance	$ 710.34

Board of Library Trustees
San Bernardino Public Library

Gentlemen:

I take pleasure in submitting this report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1961.

The Library has experienced growth in every area of service in the past year. The statistical information included provides a numerical picture of the day to day activities of the Library Staff in bringing books and people together. Statistics can show volume of work accomplished in a given period of time, but they are inadequate as a means of portraying the true value of the Library and its resources in the life of the community.

The fiscal year just completed was a momentous one for the citizens of San Bernardino. In the late summer of 1960, the Staff completed the moving of books and equipment from the temporary Library quarters at 587 E Street, and from the Library warehouse in the City Yards, to the newly constructed Main Library building at Fourth Street and Arrowhead Avenue. Formal dedication took place on August 28, 1960. This completed a project which had been the dream of Board members, Staff members, and citizens alike for twenty years. Patron appreciation of the new Library facilities is evidenced by the increased use of all Library services.

The Branch Library expansion program was implemented during the year with the opening in February of the Eleanor Lawson Branch Library located in Lytle Creek Park. This is the first of the three Branch Libraries to be constructed from bond money voted by the people in 1958. The working drawings for the May Coddington Branch Library to be located in Perris Hill Park were completed late in the year. The bids for the construction of this Branch will be opened on Monday, July 17, 1961. Preliminary plans are about completed for the remodeling of the Mount Vernon Branch Library.

The progress in our Branch Library program is due to a large extent to the cooperation of the Park Commission in permitting the location of the two Branch Libraries in City owned Parks. It is believed that such locations will prove beneficial to the citizens of the areas to be served.

I believe our Library program both in service and housing facilities is moving ahead to keep pace with the ever increasing demands of the citizens for recreational, informational, and educational materials offered by the Library.

I wish to express my appreciation to the Library Staff for the manner in which it undertook the huge job of moving thousands of books into the new Library building, and Lawson Branch Library, and for the enthusiasm shown in their individual job assignments to give the kind of Library service envisaged by those who long ago started the movement toward a new Main Library building for the City of San Bernardino.

I take this opportunity to express my personal thanks and appreciation to each member of the Board of Library Trustees for the many hours spent in developing the plans for the new Main Library building and Branch Libraries, and for their guidance and help in the administration of the Library. The devotion of these citizens to the development of a sound and economical Library program for the community is deeply appreciated.

I wish to express my thanks and appreciation to the Mayor and Common Council, to Mr. C. C. Wood, Chief Administrative Officer, and to the Department Heads of the City of San Bernardino for the cooperation extended to the Library during the fiscal year 1960-1961.

Respectfully submitted,

Howard M. Rowe, Librarian

HMR:em

027
S19 43 R
1961/62

~~Lib Sci~~

NOV 04 1964
LIBRARY

ANNUAL REPORT

BOOKS

1961 / 1962

PEOPLE

SAN BERNARDINO PUBLIC LIBRARY

Books are the legacies that a great genius leaves to mankind, which are delivered down from generation to generation, as presents to the posterity of those who are yet unborn.

Addison, The Spectator.

BOARD OF LIBRARY TRUSTEES

Alvin C. Hancock.....President

Kenneth R. Henry.....Vice-President

J. David Wood.....Secretary

Milton L. Kelley.....David W. Stuart

San Bernardino, California
July 9, 1962

Honorable Mayor
and Common Council
City of San Bernardino
San Bernardino, California

Honorable Mayor and Members of Council:

I have the honor to submit to you the Annual Report of the San Bernardino Public Library for the fiscal year, July 1, 1961 through June 30, 1962.

The statistical material which the report contains shows the detailed operation of the Main Library and the Branch Libraries, and affords an insight into the many uses of the Library and its facilities made by the citizens of the community.

The highlight of the year was the dedication of the new May Coddington Branch Library in Perris Hill Park on January 21, 1962. This Branch is being well used by the people in the Northeast area of the City.

The Library Board wishes to express its appreciation to the Mayor and Common Council for their cooperation in making it possible to control, by ordinance, the vehicle parking on the Library Parking Lot.

The Board of Library Trustees wishes to thank the many City Officials who have been so co-operative during the past fiscal year. Special thanks are due the Park Commission and the Park Department for their interest in the landscaping of the areas around the Lawson Branch Library in Lytle Creek Park, and the Coddington Branch Library in Perris Hill Park.

The Board of Library Trustees wishes to commend the Library Staff for their efforts in providing the best possible Library services to the people of San Bernardino.

Respectfully submitted,

/s/

Alvin C. Hancock, President
Board of Library Trustees
San Bernardino Public Library

ACH:ema

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret Engleman.....Principal Librarian

Gertrude Odell.....Principal Librarian

Mary Botten.....Principal Librarian

Mary Anna Selkirk.....Senior Librarian

Mildred Lippert.....Senior Librarian

Richard Miller.....Senior Librarian

Violet Yelton.....Senior Librarian

Vera Plimley.....Junior Librarian

Joyce Warner.....Junior Librarian

Mildred Johnson.....Junior Librarian

Wilma Ford.....Senior Clerk

Evelyn Alexander.....Senior Clerk

Maurene Lehner.....Inter. Typist Clerk

Mildred Young.....Inter. Typist Clerk

Carol Whiteside.....Inter. Typist Clerk

Mary Chavez.....Inter. Typist Clerk

Marjorie Redmond.....Inter. Typist Clerk

Louise Kopatich.....Inter. Typist Clerk

Gertrude Krotzer.....Inter. Typist Clerk

Maxine Willard.....Inter. Typist Clerk

Ann Martin.....Jr. Typist Clerk

Lois Stockdale.....Jr. Typist Clerk

Jane Epps.....Jr. Typist Clerk

Rebecca Gallardo.....Jr. Typist Clerk

Sally Schutz.....Jr. Typist Clerk

Isabelle Navarrete.....Jr. Typist Clerk

Vivadel Pierce.....Book Repairer

Wasko Garnek.....Janitor

Michael Buryj.....Janitor

PART - TIME STAFF

Gaylard Clark.....Jr. Librarian

Del Martin.....Jr. Librarian

Wilbur Smith.....Jr. Librarian

Ruth Carrier.....Inter. Typist Clerk

Ruth Daubert.....Book Repairer

Eli Lane.....Janitor

Laura Allen.....Aid

John Conger.....Aid

Gary Cosand.....Aid

Philip Crocfer.....Aid

Kent Eldridge.....Aid

Alma Ford.....Aid

Richard Goldberg.....Aid

Elizabeth Hancock.....Aid

Sandra Heft.....Aid

Gail Hunt.....Aid

Theodore Norris.....Aid

Sandra Peterson.....Aid

Richard Reed.....Aid

Walter Sanders.....Aid

Frank Tarkany.....Aid

Charles Twiss.....Aid

Judith Wilson.....Aid

VACATION AND SICK RELIEF
(Intermittent Help)

Kate St. Jean.....Jr. Librarian

Ronald Casdin.....Aid

Bruce Cosand.....Aid

Patricia Yohn.....Aid

RESIGNED DURING THE FISCAL YEAR

Helen Carter.....Junior Librarian

Shirley Parent.....Jr. Typist Clerk

Thomas Martin.....Janitor

PART - TIME

Eldred Jones*.....Junior Librarian

Mary Mann*.....Inter. Typist Clerk

Charles Stein.....Janitor

Edward Eby*.....Aid

Don Faulk.....Aid

Steve Heil.....Aid

Richard Hornby*.....Aid

Craig Jones.....Aid

*vacation relief

OPERATING REPORT

Borrower Registration

July 1, 1961.....32,297

New and reregistered borrowers.....13,694

Withdrawn during the year.....13,468

Total registered borrowers June 30, 1962.....32,523

Registration period is for 3 years

Distribution	1961	New & Re-Reg.	With-drawn	Current Total
Arrowhead Branch	8,425	3,654	4,672	7,407
Coddington Branch	0	873	3	870
Lawson Branch	2,951	627	606	2,972
Mt. Vernon Branch	1,500	685	746	1,439
Main Library	19,421	7,855	7,441	19,835
Total	32,297	13,694	13,468	32,523

CIRCULATION OF MATERIAL FOR HOME USE

	Adult	Juvenile	Total
Fiction	123,772	147,032	270,804
Non-Fiction	160,110	61,975	222,085
Periodicals	6,505		6,505
Inter-Library Loan	121		121
State Library	148		148
Phonorecords	14,025		14,025
Totals*	304,681	209,007	513,688

*Excluding Films

Circulation includes:

Arrowhead Branch	71,364	90,213	161,577
Coddington Branch	6,647	10,607	17,254
Lawson Branch	6,966	24,383	31,349
Mt. Vernon Branch	1,036	17,057	18,093
Total Branch Circulation			228,273
Books checked to City Schools for classroom use			31,078

OPERATING REPORT

Book Stock

Books on hand July 1, 1961			143,502
Additions	Adult	Juvenile	
Main Library	3,896	1,055	
Arrowhead Branch	969	783	
Lawson Branch	243	504	
Mt. Vernon Branch	42	437	
Coddington Branch	2,553	1,565	
Total additions			12,047
Withdrawals			
Main Library	4,192	2,906	
Arrowhead Branch	1,025	1,098	
Lawson Branch	332	457	
Mt. Vernon Branch	49	140	
Coddington Branch	2	0	
Total withdrawals			10,201
Books on hand July 1, 1962			
Main Library		97,443	
Arrowhead Branch		22,891	
Lawson Branch		11,316	
Mt. Vernon Branch		8,756	
Coddington Branch		4,876	
Total Collection			145,282
Total titles added			4,085

OPERATING REPORT

Film Circuit Report

Films available to the Library	215
Times circulated to borrowers	1,178
Times shown	1,444
Total audience viewing Library film	46,082

Non-Resident Borrowers

Adults	2,351
Juvenile	155

Patrons used:

Pictures	1,427
Magazines	22,030
Newspapers	66,423
Pamphlets	7,187

Reference questions

Over the desk and by telephone	45,998

Phonograph Records

Phonograph Records - July 1, 1961	1,443
Additions 1961 - 1962	246
Withdrawals	20
Phonograph Records July 1, 1962	1,669

Pamphlets and Documents
(Added to Collection)

	Main Library	Branches	Total
State Documents	6	-	6
Federal Documents	160	-	160
Pamphlets	988	290	1,278

Community Room

Number of groups using room	159
Total audience of all groups	5,250

FINANCIAL REPORT

Expenditures

Salaries	$161,689.39
Audio-Visual (Records, Film)	1,575.76
Binding and Rebinding	609.82
Books	32,298.67
Periodicals	6,248.16
Heat, Light, and Water	9,736.33
Insurance	2,025.81
Telephone and Telegraph	2,003.16
Other Operating Expenses	20,014.80
Total Expenditures	$236,201.90

Library Appropriation 1961-1962	$236,202.00
Library Expenditures 1961-1962	236,201.90
Balance	$ .10

Lost Book Account

Balance July 1, 1962	$ 500.98
Payment for lost books	729.37
Total	$ 1,230.35
Lost Book refunds and book replacement	74.36
Balance July 1, 1962	$ 1,155.99

FINANCIAL REPORT

Memorial Book Account

Balance July 1, 1961	$ 150.84
Deposits to account	00
Total	$ 150.84
Expenditures	13.49
Balance	$ 137.35

Fines and Fees - Receipts

Cash on hand July 1, 1961	$ 20.00
Fines	13,012.65
Non-Resident fees	1,308.25
Damaged books	34.65
Thermo-Fax copies	251.65
Total	$14,627.20
Cash on hand July 1, 1962	20.00
Deposited with City Treasurer	$14,607.20

July 1, 1961 - June 30, 1962

Branch Library Account
(Land Acquisition, Improvements and Equipment)

Balance July 1, 1961	$59,524.71
Expenditures	9,912.34
Balance	$49,612.37

Gift for New Library Equipment Account

Donations	$ 710.34
Expenditures	00
Balance	$ 710.34

FINANCIAL REPORT

San Bernardino, California
July 9, 1962

Board of Library Trustees
San Bernardino Public Library
San Bernardino, California

Gentlemen:

I take pleasure in submitting this report on the activities of the San Bernardino Public Library for the fiscal year, July 1, 1961 through June 30, 1962.

The Branch Library expansion program was further implemented during the year with the opening of the May Coddington Branch Library on January 21, 1962. The Technical Services Department, selected, purchased, and cataloged more than 4,000 new books for this Branch in addition to its regular duties of supplying books for the entire Library System. The Department is to be commended for carrying this difficult assignment to a successful conclusion. I wish also to commend the other Departments of the Main Library for their part in the total program of opening a new Branch Library for service.

I recommend that some attention be paid to the statistics of operation which accompany this report. These statistics are indicative of the continuous attempt to improve the service pattern of the Library, and the use made of the facilities of the Library by the citizens of San Bernardino.

Borrower registration is kept on a three year basis which means that the borrower's file is fairly current and represents a body of citizens who are active users of the Library. Circulation figures indicate a 12% increase in items loaned for home use. However, the greatest increase in activity is represented in the Reference services. Picture use increased 1.17%; Periodicals 15%; Newspaper 74%; Pamphlets 74%; and Telephone and over the Desk Reference Questions 4%. Last year reference questions totaled 44,306, this year 45,998.

Total book resources increased 3%. For a City the size of San Bernardino, and for the use made of the Library by the citizens of the community, the figure represents a small fraction of the book~~s~~ resources necessary for a well rounded book collection for the use of future generations. Continuous efforts should be made to improve this most important basic element of Library service.

This last year saw the first purchase of microfilm on a large scale. Ten years of the San Bernardino Sun Telegram were secured on microfilm. A micro-reader was also purchased. The program will enable the Library to preserve the original papers which were becoming

badly worn by use, and to privide a quicker and more usable service for our patrons.

The Library still is in an unfavorable position to compete with other Southern California Libraries salary-wise in securing professional personnel. Because of the lack of applicants for a vacant Junior Librarian position, it has been necessary to use temporary help to man service desks with trained personnel. If this situation does not improve, a change in our service pattern will have to be considered. Even with the cost-of-living increase granted for the next fiscal year, our beginning professional salary scale is below that of Libraries with which we must compete for competent professional personnel.

I wish to commend the Library Staff for their efforts in providing the citizens of the community with good Library service, and for its continued interest in developing this service.

I extend my personal thanks and appreciation to each member of the Board of Library Trustees for their guidance and help in the administration of the growing San Bernardino Public Library.

I wish to express my thanks and appreciation to the Mayor and Common Council, to Mr. C. C. Wood, Chief Administrative Officer, and to the Department Heads of the City of San Bernardino for the cooperation extended to the Library during the fiscal year just concluded.

Respectfully submitted,

Howard M. Rowe, Librarian

HMR:ema

027
S1943R
1962/63

ANNUAL REPORT

THE LIBRARY OF THE
OCT 17 1963
UNIVERSITY OF ILLINOIS

BOOKS

1962 1963

PEOPLE

SAN BERNARDINO PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

Alvin C. Hancock.....President

Kenneth R. Henry.....Vice-President

J. David Wood.....Secretary

Milton L. Kelley.....Larry B. Harvey

July 11, 1963
San Bernardino, California

Honorable Mayor
and Common Council
City of San Bernardino
San Bernardino, California

Honorable Mayor and Members of Council:

I have the honor to submit to you the Annual Report of the San Bernardino Public Library for the fiscal year, July 1, 1962 through June 30, 1963.

With the acquisition of two lots at the corner of Home Avenue and Muscott Street for the site of the Mary B. Kellogg Branch Library, and the appointment of Mr. Jimmie Cartee architect for the project, the Board of Library Trustees approaches the final stages in the completion of the five year capital improvement program of the Library system. It is anticipated that the third Library Branch in the building project will be dedicated to public service in the fall of 1963.

The statistical material appended to this report is clear evidence of the impact of the accelerated educational interests of the citizens of the community on the Library facilities. The Board is constantly aware of the need to keep the library resources and professional services in step with the demands of the citizens for educational, recreational, and informational resources, which in many situations can be secured only through the Public Library.

In submitting this report, special mention should be made of Board's appreciation of the complete support given to the Library Board by the Mayor and Common Council. Without this support and understanding, our responsibilities to the people would have been much more difficult to perform.

We commend our Librarian, Howard M. Rowe, and his capable and efficient staff for the manner in which Library operations were carried on during the year, and for their dedication to the program of improved Library service to the citizens of San Bernardino.

Sincerely yours,

/s/

Alvin C. Hancock, President
Board of Library Trustees

ACH:ema

LIBRARY STAFF

Howard M. Rowe, City Librarian

Margaret Engleman. . . . . Principal Librarian

Gertrude Odell. . . . . .Principal Librarian

Mary Botten. . . . . Principal Librarian

Mary Anna Selkirk. . . . . .Senior Librarian

Mildred Lippert. . . . . .Senior Librarian

Richard Miller. . . . . Senior Librarian

Violet Yelton. . . . . .Senior Librarian

Vera Plimley. . . . . Junior Librarian

Joyce Warner. . . . . Junior Librarian

Mildred Johnson. . . . . .Junior Librarian

Nell Patrick. . . . . Junior Librarian

Wilma Ford. . . . . Senior Clerk

Evelyn Alexander. . . . . Senior Clerk

Mary Chavez . . . . . .Inter. Typist Clerk

Marjorie Redmond. . . . . .Inter. Typist Clerk

Gertrude Krotzer. . . . . .Inter. Typist Clerk

Isabelle Navarrete. . . . . Intermediate Clerk

Judy Wilson. . . . . .Intermediate Clerk

Ann Martin. . . . . Jr. Typist Clerk

Jane Epps . . . . . Jr. Typist Clerk

Lois Stockdale . . . . . .Jr. Typist Clerk

Sally Schutz. . . . . Jr. Typist Clerk

Shirley Smith. . . . . .Jr. Typist Clerk

Beatrice Thibeau. . . . . Jr. Typist Clerk

Karen Schneider. . . . . .Jr. Typist Clerk

Vivadel Pierce. . . . . .Book Repairer

Wasko Garnek. . . . . .Janitor

Michael Buryj. . . . . Janitor

PART - TIME STAFF

Gaylard Clark. . . . . .Junior Librarian

Del Martin . . . . . .Junior Librarian

Wilbur Smith. . . . . Junior Librarian

Donald Warren. . . . . .Junior Librarian

Kate St. Jean. . . . . .Junior Librarian

Ruth Carrier . . . . . Inter. Typist Clerk

Ruth Ingram. . . . . Book Repairer

Eli Lane. . . . . .Janitor

John Conger . . . . . .Aid

Philip Crocfer. . . . . .Aid

Kent Eldridge . . . . . .Aid

Elizabeth Hancock. . . . . Aid

Gail Hunt. . . . . Aid

Richard Larsen. . . . . .Aid

William Manderson. . . . . Aid

Larry Norris. . . . . .Aid

Richard Reed . . . . . Aid

Walter Sanders. . . . . .Aid

Panagiota Zaharopoulos. . . . . .Aid

Vacation and Sick Relief
(Intermittent Help)

Mary Jo Gintz. . . . . .Intermediate Clerk

Patricia Yohn. . . . . .Intermediate Clerk

Ronald Casdin. . . . . Aid

Gary Cosand . . . . . .Aid

Bruce Cosand. . . . . .Aid

Charles Twiss. . . . . Aid

Theodore Norris . . . . . .Aid

Resigned during the Fiscal Year

Louise Kopatich. . . . . Inter. Typist Clerk

Maurene Lehner. . . . . .Inter. Typist Clerk

Maxine Willard. . . . . .Inter. Typist Clerk

Carol Whiteside Hopkins. . . . . Inter. Typist Clerk

Mildred Young . . . . . .Inter. Typist Clerk

Rebecca Gallardo. . . . . Jr. Typist Clerk

Bonnie Wolfkill. . . . . .Jr. Typist Clerk

Part - time

Laura Allen. . . . . Aid

Gary Cosand . . . . . .Aid

Alma Ford. . . . . Aid

Richard Goldberg. . . . . .Aid

Sandra Heft. . . . . Aid

Theodore Norris. . . . . Aid

Sandra Peterson. . . . . Aid

Susan Stroh . . . . . .Aid

Frank Tarkany . . . . . .Aid

Charles Twiss. . . . . Aid

Nicholas Valdez. . . . . Aid

OPERATING REPORT

Borrower Registration

July 1, 1962	32,523
New and reregistered borrowers	14,240
Withdrawn during the year	11,542
Total registered borrowers June 30, 1963	35,221

Registration period is for 3 years.

Distribution	1962	New & Re-Reg.	With-drawn	Current Total
Arrowhead Branch	7,407	3,537	4,959	5,985
Coddington Branch	870	1,248	47	2,071
Lawson Branch	2,972	571	544	2,999
Mt. Vernon Branch	1,439	730	834	1,335
Main Library	19,835	8,154	5,158	22,831
Total	32,523	14,240	11,542	35,221

CIRCULATION OF MATERIAL FOR HOME USE

	Adult	Juvenile	Total
Fiction	129,770	147,539	277,309
Non-Fiction	162,383	64,979	227,362
Periodicals	7,054		7,054
Inter-Library Loan	116		116
State Library	134		134
Phonorecords	12,782		12,782
Totals*	312,239	212,518	524,757

*Excluding Films

Circulation includes:

Arrowhead Branch	69,021	80,942	149,963
Coddington Branch	20,116	26,543	46,659
Lawson Branch	6,826	19,095	25,921
Mt. Vernon Branch	1,191	20,094	21,285
Total Branch Circulation			243,828
Books checked to City Schools for classroom use			23,658

OPERATING REPORT

Book Stock

Books on hand July 1, 1962.			145,282
Additions	Adult	Juvenile	
Main Library	3,500	4,319	
Arrowhead Branch	794	1,399	
Coddington Branch	1,387	2,085	
Kellogg Branch	634	987	
Lawson Branch	189	572	
Mt. Vernon Branch	33	421	
Total additions.			9,725
Withdrawals			
Main Library	9,897	2,948	
Arrowhead Branch	1,076	1,051	
Coddington Branch	5	1	
Kellogg Branch	0	0	
Lawson Branch	480	623	
Mt. Vernon Branch	303	379	
Total withdrawals.			16,763
Books on hand July 1, 1963			
Main Library		89,098	
Arrowhead Branch		22,087	
Coddington Branch		6,795	
Kellogg Branch		987	
Lawson Branch		10,817	
Mt. Vernon Branch		8,468	
Total Collection.			138,244
Total titles added.			3,396

OPERATING REPORT

Film Circuit Report

Films available to the Library.	227
Times circulated to borrowers.	1,201
Times shown.	1,492
Total audience viewing Library films	49,016

Non-Resident Borrowers

Adults.	2,231
Juvenile.	135

Patrons used:

Pictures.	444
Magazines	26,479
Newspapers.	35,098
Pamphlets	6,829

Reference questions

Over the desk and by telephone.	46,483

Phonograph Records

Phonograph Records - July 1, 1962.	1,669
Additions 1962-1963.	260
Withdrawals.	37
Phonograph Records July 1, 1963	1,892

Pamphlets and Documents
(Added to Collection)

	Main Library	Branches	Total
State Documents	79	-	79
Federal Documents	939	-	939
Pamphlets	523	152	675

Community Room

Number of groups using room	118
Total audience of all groups	3,713

FINANCIAL REPORT

Expenditures

Salaries	$178,380.46
Audio-Visual (Records, Film)	840.69
Binding and Rebinding	1,292.28
Books	28,691.44
Periodicals	5,476.81
Heat, Light, and Water	11,176.87
Insurance	1,368.12
Telephone and Telegraph	2,110.31
Other Operating Expenses	23,433.11
Total Expenditures	$252,770.09

Library Appropriation 1962-1963	$252,783.64
Library Expenditures 1962-1963	252,770.09
Balance	$ 13.55

Lost Book Account

Balance July 1, 1962	$ 1,155.99
Payment for lost books	1,146.22
Total	$ 2,302.21
Lost Book Refunds and book replacement	599.11
Balance	$ 1,703.10

Cash Refund for Merchandise Returned #405

Balance July 1, 1962	$ 154.00
Expenditures	00
Balance	$ 154.00

FINANCIAL REPORT

Memorial Book Account

Balance July 1, 1962.	$	137.35
Deposits to account.		167.86
Total.	$	305.21
Expenditures.		7.35
Balance.	$	297.86

Fines and Fees - Receipts

Cash on hand July 1, 1962.	$	20.00
Fines.		14,435.78
Non-Resident fees.		1,305.00
Damaged books.		43.47
Photo copies		239.55
Total	$	16,043.80
Cash on hand July 1, 1963.		20.00
Deposited with City Treasurer	$	16,023.80

July 1, 1962 - June 30, 1963

Branch Library Account #53-02
(Land Acquisition, Improvement & Equipment)

Balance July 1, 1962.	$	49,612.37
Expenditures.		00
Balance. . . .	$	49,612.37

Gift for New Library Equipment Account #452

Balance July 1, 1962.	$	710.34
Donations.		100.00
Total	$	810.34
Expenditures		508.85
Balance. . . .	$	301.49

San Bernardino, California
July 11, 1963

Board of Library Trustees
San Bernardino Public Library
San Bernardino, California

Gentlemen:

It is my pleasure to submit to you this report on the activities of the San Bernardino Public Library for the fiscal year, July 1, 1962 through June 30, 1963.

The report gives a quantitative analysis of the Library activities, but its volume does represent a pattern of qualitative service to the citizens of San Bernardino. Qualitative service is measured more in terms of patron satisfaction. We hope that the intangibles of staff knowledge combined with the values to be found in the book collection have added considerably to patron satisfaction during the year.

Patron registrations increased 8/3% over the preceding year. More than one-third of the population of the city have library borrower's cards. This is higher than the national average for all Public Libraries. Books and materials circulated for home use increased 3%, but the use of Reference books within the Library had proportionately greater increase. Total books added to the collection numbered 9,725, representing a decrease of 2,322 books. With withdrawals of obsolete and lost books, the gain in the total collection was 1,780 books. For a city the size of San Bernardino, it is recommended that attention be given to building up the general collection of the Library.

The preliminary plans and working drawings have been completed for the proposed Mary B. Kellogg Branch Library to be located in the west end of the City of San Bernardino. It is anticipated that this Branch will be available for service in the fall of 1963.

The Library remains in an unfavorable position to compete with other Libraries in this area for competent professional librarians. Although our salary structure has been improved, it still requires further upward adjustment to permit the attraction of competent professional personnel.

I wish to commend the Library Staff for their efforts in providing the citizens of the community with good Library service, and for its continued interest in developing this important community service.

I extend my personal thanks and appreciation to each member of the Board of Library Trustees for their guidance and help in the administration of the Library.

I wish to express my thanks and appreciation to Mr. C.C. Wood, Chief Administrative Officer, and to the Department Heads of the several agencies of the City for the cooperation extended to the Library during the fiscal year just concluded.

Respectfully submitted,

Howard M. Rowe, Librarian

027
S1943R
1954/55

FISCAL YEAR

1954–1955

ANNUAL REPORT

FREE

PUBLIC

LIBRARY

SAN BERNARDINO

CALIFORNIA

BOARD OF TRUSTEES

L. Burr Belden . . . . . President

Neal Batchelor . . . . . Vice-President

George C. Cooper . . . . Secretary

Alvin C. Hancock

Thomas E. Jones

THE LIBRARY OF THE

SEP 1 1955

UNIVERSITY OF ILLINOIS

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council, City of San Bernardino, California

Gentlemen:

The members of the Board of Trustees of the San Bernardino Free Public Library are most appreciative of the close understanding and cooperation evidenced by the Administrative and Legislative Departments of our Municipal government with the operations of the Public Library.

The 1954-55 year has witnessed the initial attempts to provide an adequate, modern Main Library and to expand the Branch Library system. These attempts have been approved generally by the voters of the City in impressive majorities which, unfortunately, failed to reach the needed two-thirds affirmative vote. It is believed that with further educational work a subsequent proposal will be passed in the none too distant future.

A glance over the Library Staff for the past few years will reveal that in excessive turnover of personnel alone the taxpayers of our City are paying for a new Library without enjoying any of its benefits. We remain housed in the 52-year-old structure erected to care for a city of 6,000.

The Library Board has undergone major change. The two senior members, Rabbi Norman Feldheym and R. H. Neddersen, who served as President and Vice-President of Trustees, retired earlier this year, as

did Mrs. Olive Palmtag. The devoted service of these Trustees, we know, has been a large factor in Municipal government of recent years.

New Trustees are Thomas Jones, Alvin Hancock and George C. Cooper -- all men prominent in civic and business life of our Community.

At the close of the last year Miss Mary Belle Kellogg, Librarian, was reassigned as Assistant Librarian -- a change made only after it had been pressed by her over a long period. Miss Kellogg's long and distinguished career of library service is being continued in her new position. It is seldom any public official can lay claim to the thousands of friends which Miss Kellogg's devoted service has earned.

Mr. Howard M. Rowe, a native Californian with a distinguished career in public service, was named Librarian. It is our belief that Mr. Rowe will prove an administrator who will both expand and modernize this important Municipal service.

Respectfully submitted,

L. Burr Belden
President, Board of Library Trustees

LIBRARY STAFF

Mary Belle Kellogg, City Librarian

Gertrude D. Odell	Sr. Librarian
Mildred I. Lippert . . .	Sr. Librarian
Margaret F. Engleman . . .	Sr. Librarian
Genieve Sweeney	Sr. Librarian
Mary Anna Selkirk	Sr. Librarian
Violet M. Yelton	Sr. Librarian
Samuel Bluefarb	Jr. Librarian
Paul O'Bannon	Jr. Librarian
Vera Plimley	Jr. Librarian
Joyce Warner	Jr. Librarian
Eldred Jones	Jr. Librarian
Leona M. Sweet	Int. Typist Clerk
Elizabeth Bireline . . .	Int. Typist Clerk
Dorothy Blakeley	Int. Typist Clerk
Gertrude Carey	Int. Typist Clerk
Wilma Ford	Int. Typist Clerk
Maurine Lehner	Int. Typist Clerk
Glatha Poole	Int. Typist Clerk
Betty Hinds	Jr. Typist Clerk
Maurine Willey	Jr. Typist Clerk
Elinor Herried	Jr. Typist Clerk
Ruth Daubert	Book Repairer
Sue Riley	Book Repairer
Waska Garnek	Janitor

Part-Time

Margaret Guth	Int. Typist Clerk
George Bayus	Janitor
Eli M. Lane	Janitor
Peter Anderson	Aid
James Cox	Aid
William Emery	Aid
Diane Garber	Aid
Gerald Kastigar	Aid

LIBRARY STAFF

continued

Carol Kramer . . . . . Aid
Carl Ousley . . . . . Aid
Eleanor Taylor . . . . . Aid
David Tremper . . . . . Aid
Steven Winter . . . . . Aid

Retired

Bess Harrison . . . . . Sr. Librarian
Smilie Leser . . . . . Int. Typist Clerk
Isabel Wilkinson . . . . Int. Typist Clerk

Resigned

Mary K. Broyles . . . . Int. Typist Clerk
Shirley Burch . . . . . Int. Typist Clerk
*Tom Cover . . . . . Aid
*James Engels . . . . . Aid
*Shirley Goff . . . . . Jr. Typist Clerk
*Judy Hilliard . . . . . Aid
*Irving Honer . . . . . Jr. Librarian
Maxine Kraft . . . . . Int. Typist Clerk
Mary A. Mann . . . . . Int. Typist Clerk
Betty Marks . . . . . Jr. Typist Clerk
Laurel Moore . . . . . Jr. Librarian
*Jon Olson . . . . . Aid
Lee Park . . . . . Jr. Typist Clerk
Barbara Rummell . . . . Int. Typist Clerk
Miriam Russell . . . . . Int. Typist Clerk
*Arlene Schnier . . . . . Aid

* Part-time employees

THESE ARE THE

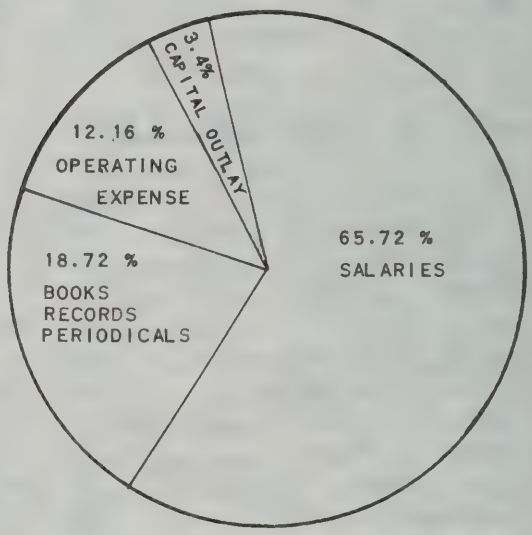
We received $ 131,001.17

from

Library tax .1749 per $ 100.00

We contributed $ 7,482.44 from Fines and Fees

We divided our funds like this:



3.4 %	Capital Outlay	$ 4,450.69
12.16%	Operating	$ 15,932.25
18.72%	Books, records, films, periodicals, music, etc.	$ 24,521.68
65.72%	Salaries	$ 86,096.55
100.0 %		$131,001.17

FACTS 1954 - 1955

We now have

Books	116,691
Current Magazines	206
Newspapers	14
Long-playing Records	416

We showed

124 films 958 times to a total audience of 44,426

Our total borrowers were 31,494

To them we

Loaned - 372,323 books, magazines, etc.

2,984 long-playing records

Answered - 15,551 reference questions in the Reference Room

Repaired - 16,919 books

Maintained - Arrowhead, Bunker Hill and Mt. Vernon Branch Libraries

These services required 29 employees

(full time equivalent of all employees)

FINANCIAL REPORT

Assessed valuation of City	$	70,683,760.00
Library Tax Rate		.1749
Receipts		131,001.17

Expenditures

Salaries		86,096.55
Books		21,058.73
Periodicals		2,577.28
Binding and Rebinding		1,652.45
Music, records, films, etc		885.67
Rent		900.00
Heat, Light, Power, Water		2,997.78
Insurance		1,015.07
Other operating expenses		9,366.95
Capital expenses		4,450.69
Total Expenditures	$	131,001.17

Cash Account

Cash on hand July 1, 1954		20.00
Receipts -- Fines		6,013.66
Non-resident Fees . . .		567.88
Damaged Books		26.51
Reserved Books		11.73
Lost Books		862.66
Total Receipts	$	7,502.44

DEPOSITED WITH CITY TREASURER:

Fines and fees	$	6,619.78
Lost Books		862.66
Balance on hand July 1, 1955. .		20.00
Total	$	7,502.44

OPERATING REPORT

Registration

July 1, 1954	30,225
New and re-registered	9,912
Relinquished	8,643
Total - July 1, 1955	31,494

July 1, 1954		New and Re-Reg.	Rel.	Total
Arrowhead	6,693	3,152	2,344	7,501
Bunker Hill	1,342	584	364	1,562
Mt. Vernon	1,280	568	477	1,371
Main	20,910	5,608	5,458	21,060

Circulation

	Adult	Juvenile	Total
Fiction	98,887	124,158	223,045
Non-fiction	84,195	54,352	138,547
Periodicals	6,266		6,266
Interlibrary Loan . . .	97		97
State Library	210		210
Records	2,984		2,984
Total Circulation	192,639	178,510	371,149

Circulation includes:

Arrowhead Branch	52,399	83,140	135,539
Bunker Hill Branch	8,248	13,332	21,580
Mt. Vernon Branch	1,303	20,074	21,377
Total Branches			178,496

To this add

Books checked to schools	29,195

OPERATING REPORT
Continued

Reference

Questions answered 15,551
Patrons used

1543 pictures
6339 magazines
2013 newspapers
602 pamphlets

Book Stock

Books on hand July 1, 1954 107,846

	Adult	Juvenile	
Additions			
Main	4,092	1,567	
Arrowhead	1,333	1,312	
Bunker Hill	456	639	
Mt. Vernon	130	458	
Total			9,987
Withdrawals			
Main	557	515	
Arrowhead	29	5	
Bunker Hill	10	13	
Mt. Vernon		13	
Total			1,142
Net gain			8,845

Books on hand July 1, 1955

Main	88,268	
Arrowhead	14,517	
Bunker Hill	7,632	
Mt. Vernon	6,207	
Extension	67	
Total		116,691

LIBRARIAN'S REPORT

To the Members of the Board of Library Trustees of the Free Public Library of San Bernardino.

Gentlemen:

I hereby submit a report of the activities of the Public Library for the fiscal year ending June 1955. Increase in use, expansion of services, as far as we were able, a repair program, and progressive handling of materials constitute the Public Library's story for 1954-1955.

BOND ELECTION

The five-year expansion program for the library system, together with other civic improvements, was submitted to the voters at the municipal election in April. This program was defeated, but it is still a necessity, and an understanding of this need for a new building and branch additions should be made known to all citizens of the city during the coming year.

Proof that the library is an active service to the community is shown by full reading rooms, long waiting lists for new books, numerous telephone requests for information, an active reference service, and a large enrollment in the vacation reading club.

BRANCH USE

The increase in use is shown at the branches, as well as at the Main Library. The Arrowhead Branch, built to house a maximum of 10,000 volumes and to be staffed by no more than three people, is now overcrowded with its 11,906 volumes and its staff of five.

The other two branches are limited in use by their size. Bunker Hill shows a steady increase in use, and performs a valuable community service with groups of parents and children.

The Mt. Vernon Branch, small and crowded, continues to circulate as many books per capita as the highest unit. This Branch, housed in a city-owned building, could be made attractive and much more useful if moved into a room in the west end of the same building.

MAIN LIBRARY

Although the branch libraries show an increase in circulation because of their proximity to families with children, the Main Library, too, shows a substantial increase in use, for the Main Library is the center for community services, as well as the administrative and reference center.

In the reference department 1,543 pictures, 6,339 magazines, 2,013 newspapers, and 602 pamphlets were circulated to patrons. Tabulation is not made of reference questions that can be answered almost immediately, but of those which required some length of time

for patron assistance or research, there was a total of 15,551. This department is open 72 hours per week for service.

JUVENILE SERVICE

Service to the schools is given through the juvenile department at the Main Library. During the past year 65 teachers took 29,195 books and 2,689 pictures for supplementary classroom use. In addition to borrowing books, 6,640 children were given instruction in library usage.

In the summer of 1954, the Vacation Reading Club had 2,180 members, 829 of whom received reading certificates.

All service in the juvenile department is limited by crowded quarters. This department is still confined to a dark, crowded basement room, too small to adequately serve the children residing south of Highland Avenue. We strongly urge that every effort be made to move the children into quarters which will be more accessible and safe.

AUDIO-VISUAL

Another service which has shown an increase has been that of the distribution of long-playing records and 16-mm sound film. An assistant in the audio-visual department has enabled us to give better care to the films and records and more service to patrons.

An original factual film on the needs and services of the San Bernardino Public Library was produced by Paul O'Bannon, the audio-visual assistant. This will be available in the fall to

show to groups interested in the library.

The modern library uses many of these non-book materials, and at present we have only begun our collection of records and films. We still belong to the film circuit which operates among a number of Southern California libraries.

Of the 124 films used by the circuit during the fiscal year, the library circulated them 958 times, for 1,041 showings, to a total audience of 44,426 persons. There are 373 individuals in 25 communities registered for film service, representing 190 organizations in those cities. In addition, 17 schools used films.

BOOK REPAIR

With the great increase in the use of books, there is additional work for the book repairer's department. This department, one of the busiest and most efficient, has had to have additional help whenever funds have been available.

BUILDING REPAIR

Anticipating a new library building, and not wishing to waste money on repairs on the old building, no significant repairs have been made on the main building for ten years. The termites, the weather, and daily use finally made some repairs mandatory. New window screens and fresh paint in the Reference and Juvenile Departments have made the rooms cooler and more cheerful.

To alleviate the crowded condition for the administrator and his office staff,

a small balcony was built over a portion of the main reading room.

NEW EQUIPMENT

With the increase in the use of the library, its materials, staff and book stock, additional shelving and desks were needed at the Main Library and the Arrowhead Branch. At the Arrowhead Branch, an Auto-Page, or Curb Book Return Box, was installed to permit the return of books during the hours that the library is closed.

IN-SERVICE TRAINING

Because the Library always operates with a limited budget, the Librarian and her staff are always studying ways and means of increasing efficiency and lowering costs. To this end, the Librarian, together with 18 other librarians of Southern California, spent a week studying Performance Budgeting under professors from the University of Southern California and budget officers from those cities which operate under this type of budget.

To this end also, Mrs. Fay Engleman and Miss Gertrude Odell participated in a four-day workshop at the California State Library, on "Budget Stretching Through More Efficient Technical Processes." Emphasis was on simplifying procedures and cutting costs on the processes of circulating and cataloging books and registering borrowers at the library.

New ideas and suggestions from the staff and the library patrons have kept the San Bernardino Library stepping out

in front, as well as stepping up towards the standards set for similar institutions throughout the state.

TRANSITION AND CHANGE

As in all business there is a time of transition, revision, and expansion. That time has come for this library, its buildings, and its administration.

During the year, three members of the staff who have served for more than twenty years have retired to new activities. These members are: Mrs. Bess Harrison and Miss Isabel Wilkinson, both of whom served many years in the Juvenile Department, and Mrs. Smilie Leser, who had charge of periodicals.

For a period of twenty-eight years, your Librarian has had the joy of developing many departments and services in the system, as well as organizing the branch libraries. These have been years of progress and accomplishment.

NEW ADMINISTRATION

The rapid growth of the city, and changing times indicate that a new program is needed. Mr. Howard Rowe, your incoming Librarian, is well qualified to develop a new building program and expand the services.

LIBRARY BOARD

Much of the success of the library's activities are attributable to the capable members of the Library Board. Many Board members, serving for a period of 7 years, gained an understanding of the library's problems which enabled

them to interpret the library to the community. Among these, two retiring members, Rabbi Norman Feldheym and Richard H. Neddersen, have given untiringly of their time and service, with a break of but one interval since 1935.

APPRECIATION

Your Librarian and her staff are deeply indebted to the many friends of the Library and the unknown citizens who worked so vigorously for the bond issues. We appreciate the active support of the many organizations, the editor and reporters of the San Bernardino Daily Sun, the radio directors, the Chamber of Commerce, the P.T.A., the Labor Council and the Taxpayers Association, to name but a few.

We are grateful to the Mayor and members of the City Council for their interest and consideration of our needs, for we are aware of the constant pressure of many demands, but know that if funds are available, we will have our proportionate share.

Respectfully submitted,

MARY BELLE KELLOGG

Librarian

San Bernardino

Public Library System

FREE PUBLIC LIBRARY

Fourth and D Streets • Telephone 4-1183

BRANCHES

Arrowhead Branch: 2956 Arrowhead Avenue
Telephone 8-0989

Bunker Hill Branch: 1033 Mill Street
Telephone 5-9332

Mt. Vernon Branch: 1242 Ninth Street

027
S1943R
1955-56

FISCAL YEAR
1955-1956

ANNUAL REPORT

Public Library

San Bernardino, California

THE LIBRARY OF THE
OCT 8 1957
UNIVERSITY OF ILLINOIS

BOARD OF TRUSTEES

L. Burr Belden.....President

Neal Batchelor....Vice-President

George C. Cooper.....Secretary

Alvin C. Hancock

Thomas E. Jones

THE LIBRARY OF THE
OCT 8 1957
UNIVERSITY OF ILLINOIS

C27
S1 U4SA
1966/68

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council, City of San Bernardino, California.

Gentlemen:

The members of the Board of Trustees of the San Bernardino Free Public Library feel they have enjoyed a close and sympathetic understanding of their problems by other branches of the Municipal Administration during the past year. Particularly have the Mayor and Councilmen exerted every effort possible to bring about a new and adequate Main Library for the city without delay. But for a necessary technical charter clarification, the Library issue would have been before the voters on the recent June primary ballot.

During the months ahead the major energies of this board will, it is anticipated, be devoted to obtaining this long-deferred improvement to replace the present structure, erected 53 years ago to care for the needs of a city of 5,000 persons.

Personnel of the Library Board has remained unchanged during the past fiscal year with Trustee Neal Batchelor serving as Vice-President, Trustee George C. Cooper as Secretary, Trustee Thomas E. Jones as Chairman of the Building Committee, and Trustee Alvin C. Hancock as Chairman of the Personnel Committee.

Despite physical handicaps incidental to the cramped quarters and obsolete equipment, it is the belief of the Trustees that the Library and its three branches have been operated both economically and efficiently under the direction of Librarian Howard M. Rowe, who came to us from Humboldt County one year ago. Obviously betterment of service will be marked once sufficiently large and modern quarters are obtained.

Respectfully submitted,
L. Burr Belden, President
Board of Library Trustees

LIBRARY STAFF

Howard M. Rowe, City Librarian

Gertrude D. Odell	Sr. Librarian
Mildred I. Lippert	Sr. Librarian
Margaret F. Engleman	Sr. Librarian
Mary A. Botten	Sr. Librarian
Mary Anna Selkirk	Sr. Librarian
Violet M. Yelton	Sr. Librarian
Samuel Bluefarb	Jr. Librarian
Catherine C. Biggs	Jr. Librarian
Vera Plimley	Jr. Librarian
Joyce Warner	Jr. Librarian
Eldred Jones	Jr. Librarian
Glatha Poole	Int. Typist Clerk
Elizabeth Bireline	Int. Typist Clerk
Dorothy Blakeley	Int. Typist Clerk
Gertrude Carey	Int. Typist Clerk
Wilma Ford	Int. Typist Clerk
Maurine Lehner	Int. Typist Clerk
Gloria Estrada	Jr. Typist Clerk
Betty Gray	Jr. Typist Clerk
Maurine Willey	Jr. Typist Clerk
Elinor Herried	Jr. Typist Clerk
Evelyn Magnino	Jr. Typist Clerk
Barbara McColl	Jr. Typist Clerk
Ruth Daubert	Book Repairer
Sue Riley	Book Repairer
Wasko Garnek	Janitor

Part-Time

Martha Johnson	Jr. Typist Clerk
George Bayus	Janitor
Eli M. Lane	Janitor
Peter Anderson	Aid
William Emery	Aid
Gerald Kastigar	Aid
Carol Kramer	Aid
Carl Ousley	Aid
Eleanor Taylor	Aid
Louis Tobin	Aid
Steven Winter	Aid
Catherine West	Aid

LIBRARY STAFF

Continued

Retired

Mary Belle Kellogg	City Librarian

Resigned

Genieve Sweeney	Sr. Librarian
Doris Boardman	Sr. Librarian
Paul O'Bannon	Jr. Librarian
Leona Sweet	Int. Typist Clerk
*David Tremper	Aid

* Part-Time employee

OPERATING REPORT

Registration

July 1, 1955	31,494
New & reregistered	10,310
Relinquished	9,845
Total July 1, 1956	31,959

*Registration on a three year basis.

July 1, 1955		New & Re-reg.	Rel.	Total
Arrowhead	7,501	3,072	2,660	7,913
BunkerHill	1,562	651	423	1,790
Mt. Vernon	1,371	423	466	1,328
Central	21,060	6,164	6,296	20,928

Circulation

	Adult	Juvenile	Total
Fiction	96,198	133,419	229,617
Non-Fiction	86,558	62,172	148,730
Periodicals	5,487		5,487
Interlib. loans	79		79
State Library	254		254
Records	4,622		4,622
Total Cir.	193,198	195,591	388,789

Circulation includes:

Arrowhead	55,940	82,862	138,802
Bunker Hill	6,636	14,132	20,768
Mt. Vernon	1,255	20,316	21,571
Total Branch circulation			181,141

Books Checked to city Schools for classroom collections	33,454

OPERATING REPORT

Continued

eferen ce Questions answered..... 14,537
atrons used:

1,849 Pictures
6,337 Magazines
13,959 Newspapers
990 Pamphlets

Book Stock

ooks on hand July, 1955.....116,691

dditions	Adult	Juvenile
Central	4,013	1,585
Arrowhead	874	939
Bunker Hill	283	569
Mt.Vernon	109	511

Total.....8,549

ithdrawals

Central	457

Total..... 457

ooks on hand July,1, 1956

Central	93,002
Arrowhead	16,330
Bunker Hill	8,484
.Mt. Vernon	6,827
Extension	67

otal collection.....124,710
Total titles added 2,463

FINANCIAL REPORT

Expenditures

Salaries.....$	98,533.11
Audio-Visual (Records, Films).....$	913.29
Binding and rebinding.....	644.85
Books.....	23,008.72
Periodicals.....	2,588.12
Heat, Light, Water.....	3,389.92
Rent.....	900.00
*Insurance.....	1,250.00
Other operating expenses.....	9,383.47
Capital expenses.....	3,469.67
$	144,081.15

*Estimated insurance on a pro-rata basis.

Library appropriation 1955-56....$	144,756.00
Library expenditures 1955-56....	144,081.15
Year end balance.....$	674.85

Lost Book Account

Balance July 1, 1955.....$		862.66
Patron payments for lost books.....		322.31
Total lost book receipts.....		1,184.97
Books purchased from account	609.06	
Refunds lost books returned	43.78	
		652.84
Balance Lost Books Account.....$		532.12

June 29, 1956

FINANCIAL REPORT

Continued

Memorial Book Account

Balance July 1, 1955.....	$ 82.50
Deposits to Account, fiscal year.....	30.70
Total receipts.....	$ 113.20
Books purchased during fiscal year....	97.31
Balance Memorial Account June 29, 1956.....	$ 15.89

Fines and Fees - Receipts

Cash on hand July 1, 1955	$ 20.00
Fine	6,293.58
Non-resident fees	554.65
Damaged books	26.04
Reserved books	4.85
Total	6,899.12
Cash on hand June 29, 1956	20.00
Deposited with City Treasurer July 1, 1955 - June 29, 1956	6,879.12

To the Members of the Board of Library Trustees
of the Free Public Library of San Bernardino.

Gentlemen:

I hereby submit a report of the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1956. An examination of the report will indicate a continued increase in the use of the Library facilities by the citizens of San Bernardino. These increases in service have been made in spite of the continued inadequacies of our present Central Library building.

During my first year as City Librarian, much of my time was spent in becoming acquainted with this progressive city, learning the capabilities of the Staff, and making certain studies of internal operations.

The major problem of the year was to review the proposed building program of the Library. A limited survey was made to determine, if possible, why the two previous bond elections for a new Central Library failed to secure the necessary two-thirds majority. Two objections seemed to be in evidence. One the anticipated cost of the proposed building, and secondly the apparent ornateness of the building as presented in the Artist's conception of the building. There was some minor objection to the proposed site.

On the basis of these bindings, the original preliminary plans of the building were thoroughly studied, and as a result a different approach to the floor plan was made. With changes in the expensive building would still provide the citizens with an adequate Library.

In a series of meeting with the Public Works Citizens Committee, these new plans were discussed and explained. The new approach to the Library Building needs of the Community was incorporated in the Committee's report to the Mayor and Council. At the writing of this report a new site for the proposed Central Library is under consideration.

Certain studies were made of the internal operations of the Library. As a result, a new multiple order system was inaugurated in order to save time and provide adequate records on our book buying procedures. A book buying policy was approved by the Board of Trustees which enabled the Librarian to delegate much of the book selection work to competent Staff members. Business Office procedures were studied and new methods adopted to provide greater efficiency of operation.

Late in the year, five evaporative coolers were installed in the Central Library. The comfort which these coolers provide in the hot weather is deeply appreciated by the Library patrons as well as the Staff members.

For the first time in some years our list of resigned Staff members is small in comparison with former years. This, I am sure, is to be attributed to the improvement in the salary structure of the Library.

I wish to acknowledge with thanks the manner in which the Library Staff accepted me as their Librarian. Any Administrator is helpless without the wholehearted cooperation of his Staff. I thank the Staff for the cooperation it has given to me during the past fiscal year.

The Librarian is grateful to the members of the Board of Trustees for their patience in their relationship with the new Librarian, and for the much needed advice and counseling in carrying out the successful operation of the Library.

The Librarian is deeply indebted to the Chief Administrative Officer of the City and to his Staff for their cooperation in offering helpful advice on the internal operation of the Library.

The entire Staff is grateful to the Mayor and members of the City Council for their continued interest in the affairs of the desperate physical needs of the Library, and the desire to correct this situation as soon as possible.

Respectfully submitted,

HOWARD M. ROWE

Librarian

~~FREE PUBLIC LIBRARY~~
~~MARY BELLE KELLOGG, LIBRARIAN~~
SAN BERNARDINO
~~CALIFORNIA~~

027
S1943R
1956/57

FISCAL YEAR
1956-1957

ANNUAL REPORT

SAN BERNARDINO
PUBLIC LIBRARY

THE LIBRARY OF THE
JUL 2 5 1957
UNIVERSITY OF ILLINOIS

BOARD OF LIBRARY TRUSTEES

L. Burr Belden ..... President

Neal Batchelor .... Vice-President*

George C. Cooper ..... Secretary

Alvin C. Hancock

Thomas E. Jones **

*Joe C. Gintz appointed May, 1957 replacing Neal Batchelor.

**Tom Madison appointed to fill the unexpired term of Thomas E. Jones.

THE LIBRARY OF THE

JUL 2 5 1957

UNIVERSITY OF ILLINOIS

027
S14-3K
R 57

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council,
City of San Bernardino, California.

Gentlemen:

The accompanying annual report of the San Bernardino Free Public Library covers the fiscal year of July 1, 1956 to June 30, 1957.

The past year has been most vexing in local library administration. At its start, the Main Library was still housed in the old Carnegie Grant Building erected in 1903 with a considerable amount of surplus items in a makeshift annex on the second floor of the vacated Central Fire Station.

For the third time in recent years, a bond issue was offered for construction of a new Main Library. This issue, to the amount of $800,000.00, was placed on the municipal primary ballot. While commanding a substantial majority vote, it failed to obtain the necessary two-thirds required for general obligation bonds, a fate shared by sewer, fire and all other bond issues in the same election.

Your Board of Trustees wishes to take this opportunity to express its thanks to the Mayor, other City Officials, and hundreds of citizens who worked so tirelessly for the Library Bonds.

During the closing days of the Library Bond campaign, the question of safety in the 53-year-old library building was raised again. Safety inspections were promised by both the Mayor and Library Trustees. These were made and, as a result, the Children's Department was closed at once due to external evidence of advanced structural failure. Detailed inspections followed by municipal, state, and private engineers employed for the purpose. As all reports coincided, it was recommended that the building be closed permanently to the public. This was done in April.

REPORT OF THE PRESIDENT (Cont'd.)

The Library Board of Trustees obtained temporary quarters at 587 E. Street which were occupied early in June, and on which the Board holds a two-year lease. While even more crowded than the old Library, the building is sound and safe. Every effort is being directed toward obtaining proper permanent quarters prior to expiration of this lease.

Approximately half of the library stock is still housed in the old abandoned main building. This stock, together with that in the old Fire Hall, will be moved into a warehouse at the City Yards, later this summer.

Changes in Library Board personnel were occasioned this spring by the resignation of Trustee Tom E. Jones. Trustee Tom Madison was named in his stead by Mayor Gregory. Trustee Joe Gintz was named to replace Neal Batchelor whose term expired. Trustee L. Burr Belden was re-appointed for another term.

Respectfully submitted,

L. Burr Belden, President
Board of Library Trustees

LIBRARY STAFF

Howard M. Rowe, City Librarian

Gertrude Odell	Sr. Librarian
Mildred Lippert	Sr. Librarian
Margaret F. Engleman	Sr. Librarian
Mary A. Botten	Sr. Librarian
Mary Anna Selkirk	Sr. Librarian
Violet Yelton	Sr. Librarian
Catherine Biggs	Jr. Librarian
Vera Plimley	Jr. Librarian
Joyce Warner	Jr. Librarian
Eldred Jones	Jr. Librarian
Arlene Tenenbaum	Int. Typist Clerk
Elizabeth Bireline	Int. Typist Clerk
Dorothy Blakeley	Int. Typist Clerk
Gertrude Carey	Int. Typist Clerk
Wilma Ford	Int. Typist Clerk
Maurine Lehner	Int. Typist Clerk
Jean Roberts	Jr. Typist Clerk
Mary Hayes	Jr. Typist Clerk
Joyce Adams	Jr. Typist Clerk
Geraldine Fiore	Jr. Typist Clerk
Irene Wilson	Jr. Typist Clerk
Sue Riley	Book Repairer
Wasko Garnek	Janitor

LIBRARY STAFF (Cont'd.)

Part-Time

Ruth Carrier	Jr. Typist Clerk
Evelyn Magnino	Jr. Typist Clerk
Elinor Herried	Jr. Typist Clerk
Ruth Daubert	Book Repairer
George Bayus	Janitor
Eli Lane	Janitor
Peter Anderson	Aid
Gerald Kastigar	Aid
Carl Ousley	Aid
Eleanor Taylor	Aid
Beverly Ann Grey	Aid
Susan Hancock	Aid
Sharon O'Brien	Aid

Resigned during The Fiscal Year

Samuel Bluefarb	Jr. Librarian
Richard Beery	Jr. Librarian
Glatha Long	Int. Typist Clerk
Gloria Estrada	Int. Typist Clerk
Betty Gray	Jr. Typist Clerk
Maurine Willey	Jr. Typist Clerk
Barbara McColl	Jr. Typist Clerk
Louise Paul	Jr. Typist Clerk

Part-Time

Martha Johnson	Jr. Typist Clerk
William Emery	Aid
Carol Kramer	Aid
Louis Tobin	Aid
Steven Winter	Aid
Catherine West	Aid

OPERATING REPORT

Registration

July 1, 1956	31,959
New & Re-Registered	9,140
Withdrawn	7,610
Total July 1, 1957	33,489

Registration on a three year basis

July 1, 1956		New & Re-Reg.	With-drawn	Current Total
Arrowhead	7,913	3,292	3,284	7,921
Bunker Hill	1,790	898	492	2,196
Mt. Vernon	1,328	762	576	1,514
Central	20,928	4,188	3,258	21,858

Circulation

	Adult	Juvenile	Total
Fiction	102,159	133,172	235,331
Non-Fiction	80,481	65,879	146,360
Periodicals	5,513		5,513
Interlib. Loans	56		56
State Library	228		228
Records	5,630		5,630
Total Circulation	194.067	199,051	393,118

Circulation includes:

Arrowhead	73,537	90,979	164,516
Bunker Hill	8,697	18,618	27,315
Mt. Vernon	1,769	22,221	23,990
Total Branch Circulation			215,821

Books checked to city schools for classroom collections 40,435

OPERATING REPORT (Cont'd.)

Patrons used:

559	Pictures
5,450	Magazines
19,905	Newspapers
1,210	Pamphlets

Book Stock

Books on hand July 1, 1956 124,721

Additions	Adult	Juvenile
Central	3,297	1,413
Arrowhead	965	943
Bunker Hill	363	747
Mt. Vernon	148	673
Total		8,549

Withdrawals		
Central	1,780	
Arrowhead	51	
Bunker Hill	8	
Mt. Vernon	2	
Total		1,841

Books on hand July 1, 1957:

Central	95,930
Arrowhead	18,186
Bunker Hill	9,587
Mt. Vernon	7,659
Extension	67

Total collection 131,429

Total titles added 2,688

FINANCIAL REPORT

Expenditures

Salaries.....$	108,594.86
Audio-Visual (Records; Films)....	1,474.77
Binding and Rebinding.....	260.20
Books.....	24,244.04
Periodicals.....	2,152.84
Heat, Light, Water.....	3,284.40
Rent.....	2,125.00
Insurance.....	518.85
Telephone and Telegraph.....	747.87
Other operating expenses.....	12,027.13
Capital expenses.....	2,956.16
Total expenditures.....$	158,386.12

Library appropriation 1956-57....$	156,653.00
Additional app.-moving expense...	5,650.00
Total appropriation 1956-57.....	162,303.00
Library expenditures.....	158,386.12
Balance.....	3,916.88
Reserve for balance of move.....	3,270.03
Year end balance.....$	646.85

Lost Book Account

Balance July 1, 1956.....$	532.13
Payment for lost books.....	263.80
Total lost book receipts.....	795.93
Lost book refunds.....	10.84
Balance Lost Book Acct. June 30th $	785.09

FINANCIAL REPORT

Continued

Memorial Book Account

Balance July 1, 1956.....	$ 15.89
Deposits to account.....	59.00
Balance June 30, 1957.....	$ 74.89

Fines and Fees - Receipts

Cash on hand July 1, 1956.....	$ 20.00
Fines.....	6,675.97
Non-resident fees.....	237.95
Damaged books.....	23.85
Total.....	$ 6,957.77
Cash on hand June 30, 1957....	$ 20.00
Deposited with City Treasurer July 1, 1956 - June 30, 1957..	$ 6,937.77

To the Members of the Board of Library Trustees
of the San Bernardino Public Library.

I take pleasure in submitting a report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1957. An examination of the report will indicate that the citizens of the community continued to use the facilities of the Library in increasing numbers. We are convinced that an adequate Central Library building will provide a medium which will more than double our present Library use.

The monetary value of the Library to the community can be emphasized by placing an average dollar value on each book circulated during the year. The average book cost is estimated to be $3.50. We circulated approximately 400,000 volumes for home use during the year. $1,400,000.00 represents the dollar value of the books read by Library patrons durthe year. This value does not include the non-circulating book services available to the citizens through our Reference, Film, Record, Newspaper and Document collections.

In the early months of the year, much energy was devoted to planning for the forthcoming bond election. The failure of the bonds to secure the necessary two-thirds majority was disappointing to all concerned with the problem of providing Library service to a growing community.

When the Main Library was officially closed in April due to structural unfitness for public use, the Main Library Staff was immediately dispersed to our Branch Libraries, and the open hours of these Branches increased in order to provide continued Library service to the best of our ability.

After securing temporary quarters for the Library collection, the Main Library Staff was recalled to the Central building to select and pack some 60,000 books, periodicals, and newspapers for moving. The setting up of shelving, and the moving of books and equipment to the new quarters at 587 E Street was done in record time. The Library reopened for service on June 10th. All through the moving period, an attempt was made to continue to give the best possible Library service under these difficult conditions.

I wish to acknowledge with deep appreciation the manner in which the Staff cooperated with me during the moving of the Library collection. No job was too difficult, nor hours too long. I take pride in the accomplishment of a difficult job.

The Librarian is indebted to the members of the Board of Library Trustees for their guidance and help during this critical year. We are deeply indebted to the Chief Administrative Officer of the City and his efficient Staff for their cooperation in offering helpful advice when most needed.

The entire Staff is grateful to the Mayor and members of the Council for their understanding of our problems, and their efforts to help overcome the greatest of them all, the provision of adequate Library quarters.

Respectfully submitted,

Howard M. Rowe
Librarian

027
S1943R
1957/58

Annual Report

FREE PUBLIC LIBRARY

SAN BERNARDINO

CALIFORNIA

ESTABLISHED 1891

FISCAL YEAR — 1957 - 1958

BOARD OF TRUSTEES

L. Burr Belden . . . . . *President*

Alvin C. Hancock . . . . . *Vice-President*

*J. David Wood . . . . . *Secretary*

Tom Madison Joe Gintz

*J. David Wood appointed April 28, 1958 replacing George C. Cooper, deceased.

Books are the legacies that a great genius leaves to mankind, which are delivered down from generation to generation, as presents to the posterity of those who are yet unborn.

Addison—*Spectator*.

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council, City of San Bernardino, California

Gentlemen:

Attached hereto is the annual report of the San Bernardino Free Public Library covering the operations for the fiscal year of July 1, 1957 to and including June 30, 1958.

At the outset of the year, movement was being completed to the temporary main library quarters at 587 "E" Street. This structure, being rented under a lease expiring in the Spring of 1959, is even smaller than the former main library at 4th and "D" Streets. Consequently, an actual majority of library items must be housed elsewhere. This extra housing has been provided in a warehouse at the City Yards.

At the June 1958 primaries, the voters of San Bernardino gave the necessary two-thirds majority of favorable votes for a new main library and three branch libraries. The issue to the amount of $490,000.00. The Common Council had previously designated the city-owned land at Fourth Street and Arrowhead Avenue as the main library site. By eliminating the necessity of buying downtown real

estate, it was possible to offer a bond issue of such reduced size that it was passed.

Currently, while legal details are being attended prior to actual bond sale, the Board of Library Trustees is conferring with various San Bernardino architects with the view of making an early recommendation to the Common Council.

During the year, the Board of Trustees suffered a great loss in the passing of Secretary George C. Cooper. Mr. Cooper's position on the Board was filled by the appointment of J. David Wood, a Trustee with a wide knowledge of book needs and a most valuable addition to the Board.

In spite of small quarters, library service has continued at a high level during the year, thanks to the able administration of Librarian Howard M. Rowe and the services of a very competent and loyal Staff.

Respectfully submitted,

(Signed) L. BURR BELDEN

L. Burr Belden, *President*
Board of Library Trustees

LIBRARY STAFF

HOWARD M. ROWE, *City Librarian*

Margaret F. Engleman	*Senior Librarian*
Gertrude Odell	*Senior Librarian*
Mildred Lippert	*Senior Librarian*
Mary A. Botten	*Senior Librarian*
Mary Anna Selkirk	*Senior Librarian*
Violet Yelton	*Senior Librarian*
Catherine Biggs	*Junior Librarian*
Robert Belvin	*Junior Librarian*
Vera Plimley	*Junior Librarian*
Joyce Warner	*Junior Librarian*
Eldred Jones	*Junior Librarian*
Dorothy Blakeley	*Int. Typist Clerk*
Elizabeth Bireline	*Int. Typist Clerk*
Joyce S. Adams	*Int. Typist Clerk*
Gertrude Carey	*Int. Typist Clerk*
Wilma Ford	*Int. Typist Clerk*
Maurine Lehner	*Int. Typist Clerk*
Ann Martin	*Junior Typist Clerk*
Mary Hayes	*Junior Typist Clerk*
Ruth Brewer	*Junior Typist Clerk*
Mildred Young	*Junior Typist Clerk*
Evelyn Magnino	*Junior Typist Clerk*
Vivadel Pierce	*Book Repairer*
Wasco Garnek	*Janitor*

PART-TIME

Ruth Carrier	*Junior Typist Clerk*
Elinor Herried	*Junior Typist Clerk*
Ruth Daubert	*Book Repairer*

George Bayus ..... *Janitor*
Eli Lane ..... *Janitor*
Donovan Park ..... *Aid*
Gerald Kastigar ..... *Aid*
Terry Layman ..... *Aid*
Eleanor Taylor ..... *Aid*
Bruce Cosand ..... *Aid*
Susan Hancock ..... *Aid*
Edward Ebey ..... *Aid*
Alice Ousley ..... *Aid*
Kenneth Whipple ..... *Aid*

RESIGNED DURING THE FISCAL YEAR

Arlene Tenenbaum ..... *Int. Typist Clerk*
Jean Roberts ..... *Junior Typist Clerk*
Geraldine Roberts ..... *Junior Typist Clerk*
Irene Wilson ..... *Junior Typist Clerk*
Sue Riley* ..... *Book Repairer*

*Retired April, 1958

PART-TIME

Peter Anderson ..... *Aid*
Beverly Ann Grey ..... *Aid*
Sharon O'Brien ..... *Aid*

Carl Ousley* ..... *Aid*

*On extended sick leave.

OPERATING REPORT

Registration

July 1, 1957	33,489
New and reregistered borrowers	10,696
Withdrawn	13,211
Total July 1, 1958	30,974

Registration is on a 3 year basis.

July 1, 1957		New and Re-Reg.	Withdrawn	Current Total
Arrowhead Branch	7,921	4,196	4,210	7,907
Bunker Hill Branch	2,196	984	571	2,609
Mt. Vernon Branch	1,514	774	682	1,606
Central	21,858	4,742	7,748	18,852
	33,489	10,696	13,211	30,974

Circulation

	Adult	Juvenile	Total
Fiction	119,089	145,668	264,757
Non-Fiction	91,007	65,785	156,792
Periodicals	5,983		5,983
Inter-Library Loans	176		176
State Library	522		522
Phonorecords	9,746		9,746
Total Circulation*	226,523	211,453	437,979

*Excluding Film

Circulation includes:

Arrowhead Branch	77,755	101,967	179,722
Bunker Hill Branch	6,992	15,824	22,816
Mt. Vernon Branch	1,404	23,902	25,306
Total Branch Circulation			227,844

Books checked to City Schools for classroom collections	29,146

Film Circuit Report—

Films available to the Library	166
Times circulated to borrows	1,648
Times shown	2,309
Total audience viewing Library Film	76,710

Non-Resident Borrowers

Adults	1,773
Juvenile	428

OPERATING REPORT

Patrons used:

1,133	Pictures
6,340	Magazines
14,064	Newspapers
1,161	Pamphlets

Reference questions 22,758

Book Stock

Books on hand July 1, 1957			131,429
Additions	Adult	Juvenile	
Central	3,655	1,324	
Arrowhead Branch	680	1,033	
Bunker Hill Branch	235	742	
Mt. Vernon Branch	69	647	
Total			8,385
Withdrawals			
Central	3,588		
Arrowhead Branch	66		
Bunker Hill Branch	53		
Mt. Vernon Branch	42		
Total			3,749
Books on hand July 1, 1958			
Central	97,321*		
Arrowhead Branch	19,833		
Bunker Hill Branch	10,511		
Mt. Vernon Branch	8,333		
Extension	67		
Total Collection			136,065
Total Titles added			3,991

Phonograph Records

Additions	305
Total collection	945

*Approximately 65,000 volumes in storage.

FINANCIAL REPORT

Expenditures

Salaries	$119,664.71
Audio-Visual (Records, Film)	1,192.70
Binding and Rebinding	416.75
Books	23,394.50
Periodicals	2,667.93
Heat, Light, Water	6,090.01
Rent	8,700.00
Insurance	934.75
Telephone and Telegraph	1,451.04
Other Operating Expenses	9,416.24
Total Expenditures	$173,928.63

Library appropriation 1957-58	$174,515.03
Library expenditures 1957-58	173,928.63
Balance	$ 586.40

Lost Book Account

Balance July 1, 1957	$ 785.09
Payment for lost books	295.36
Total	$ 1,080.45
Lost Book refunds	112.95
Balance lost book account July 1, 1958	$ 967.50

Memorial Book Account

Balance July 1, 1957	$ 74.89
Deposits to account	35.50
Total	$ 110.39
Expenditures	30.47
Balance July 1, 1958	$ 79.92

FINANCIAL REPORT

Fines and Fees — Receipts

Cash on hand July 1, 1957	$	20.00
Fines	$	7,328.43
Non-Resident fees		545.07
Damaged books		36.53
Total	$	7,930.03
Cash on hand July 1, 1958		20.00
Deposited with City Treasurer	$	7,910.03

July 1, 1957 — June 30, 1958

To the Members of the Board of Library Trustees of the San Bernardino Public Library.

Gentlemen:

I take pleasure in submitting a report on the activities of the San Bernardino Public Library for the fiscal year ending June 30, 1958. An examination of the report will show conclusively that the citizens of the community continued to use the facilities of the Library system in increasing numbers. In spite of inadequate quarters, and insufficient book stock available to the public, our circulation for home use increased 11%. The greater percentage of increase is found in the use of the central library. I am especially pleased with the reception by the public of our phonograph record collection, and the use of our educational Films. More than 70,000 persons viewed Films from our collection during the year.

In the Fall and Spring, much energy was devoted to planning an educational program in order that the electorate might be informed on the need for adequate library service for the city of San Bernardino. The success of the program was evidenced by the successful passage of the Library bond issue at the June 3rd Primary Election. The program could not have been successful if it were not for the wholehearted cooperation of certain civic organizations, and many individual citizens who worked long hours in bringing the library story to the people. Special mention should be given to the Junior Chamber of Commerce of San Bernardino under the very able direction of Larry Harvey, and to the members of the League of Women Voters under the guidance of Mrs. Maude Bagwell, Mrs. Nola Carlisle, and Mrs. I. A. Kotner for providing the worker background which was dearly needed in order to carry the pro-

gram to a successful conclusion. We are deeply indebted to the many other civic and social organizations as well as individuals who supported the Library bond campaign.

Early in the year the Friends of the San Bernardino Public Library was organized. Under the able leadership of Judge Martin J. Coughlin, this group proved most helpful in the organizational stage of the educational program.

I wish to acknowledge with deep appreciation the manner in which the entire Library Staff has cooperated in attempting to provide the best possible library service under the adverse conditions prevailing in the temporary library quarters. I believe that the good work accomplished by the Staff under the existing conditions won the support of many library patrons for the bond issue.

The Librarian is indebted to the members of the Board of Library Trustees for their guidance and help during the past critical year, and the many meeting hours spent in carrying out their responsibilities.

I wish to express my thanks to Mr. C. C. Wood, Chief Administrative Officer of the City of San Bernardino, and to his efficient Staff for cooperation in offering helpful advice when most needed.

The entire Library Staff is grateful to the Mayor and members of the City Council for their combined efforts in making it possible for the Library bonds to be placed before the electorate, and for approval of the proposed Library site.

Respectfully submitted,

HOWARD M. ROWE, *Librarian*

San Bernardino
Public Library System

MAIN LIBRARY

587 "E" Street • TUxedo 44-1183

BRANCH LIBRARIES

Arrowhead Branch • TUrner 9-5035
2956 Arrowhead Avenue

Bunker Hill Branch • TUrner 9-4824
1033 Mill Street

Mt. Vernon Branch • TUrner 9-5625
1296 Ninth Street